Canadian Mental Health Association
Prince Edward Island

Employment Opportunity
Housing Outreach & Housing First Coordinator

The Canadian Mental Health Association (CMHA) is the nation-wide leader and champion for mental health. CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

The PEI Division of the Canadian Mental Health Association requires the services of a qualified individual to work as Housing Outreach & Housing First Coordinator. Under the direct Supervision of the Regional Director, the Housing Outreach/Housing First Coordinator is responsible for all aspects of Housing Outreach and Housing First (My Place) programs, including supervision of staff. The Housing Outreach/Housing/First Coordinator oversees both community and program development in Charlottetown and Summerside Areas.

This is a **1 Full Time Employment (FTE) permanent position.** The successful candidate will work both in Charlottetown and Summerside office locations.

Salary of the position is 55,661.40$ - 62,424$ per year or 28.54$ - 32.01$ / hour (37.5 hours per week)

Job Summary:

- Evaluates individual and overall team performance on a regular and on-going basis.
- Ensures a secure and safe environment for staff and clients supported.
- Ensures adequate staffing to cover service delivery.
- Organizes and facilitates the day-to-day operation of the Housing Outreach / Housing First programs.
- Provides direct supervision to Housing Outreach / Housing First staff in the area of case management.
- Acts as a resource person for housing providers/landlords and community partners
- Provides support and guidance to Housing Outreach/Housing First staff in finding housing options, housing applications, and move-in process for individual supported,
- Builds relationship with staff, clients, referral agencies, service providers, landlords, and other key supports and services. Participates on various committees as required.
- Organizes the activities, schedules, and work plans related to Housing Outreach/Housing First Programs.
- Works with staff and clients in the completion of activities associated with the programs.
- Maintains confidentiality of information.
- Prepares monthly reports and updates, as needed.

Requirements

Education:

- Relevant university or bachelor's degree (social work, psychology, etc.) or a community college diploma in a related subject area (Youth Care Worker, Human Services, and RCW, Correctional etc.)
- Master's Degree would be considered an asset

Experience:

- A minimum of 5 years' experience working with clients with complex needs
- Experience working with community agencies
- Experience working in and developing collaborative partnerships
- Experience working in a supported housing environment

***Demonstrated experience equivalencies will be considered or an equivalent combination of education and work experience**

Key Skills and Abilities:

- An understanding and ability to work within a client-centered and recovery-oriented program delivery model
- Sound Knowledge of the social determinants of health and the Housing First Model
- Excellent verbal and written communication skills
- Demonstrated ability to work effectively in a team leader capacity
- Demonstrated ability to be flexible in work assignments
- Sound knowledge and understanding of pertinent community services, policies and legislation that pertain to potential clientele on Prince Edward Island
- Excellent organizational skills and the ability to work independently and within a team environment
- Ability to make decisions with minimal supervision
- Ability to provide community and in-home based services on a regular basis
- Ability to work collaboratively with community partners
- Highly motivated self-starter with the ability to multitask in high pressure environment
- Ability to input data using documentation software, electronic client files and evaluation tools
- Innovative with excellent problem-solving skills
- Knowledge of client support services and resources within the community

Physical Requirements:

- Must be able to do some lifting up to 20 lbs.
- Must be able to work within close proximity to co-workers, clients/ members
- Must be able to stand, walk, and sit for extended period of time
- Must be able to stoop, kneel, bend, and crouch
- Must be able to climb ladders/stairs
- Must be able to reach with hands and arms
- Must be able to work indoor and outdoor for activities/programming with co-workers, clients/members

Other Requirements

▪ Vehicle and valid driver's license required (frequent travel within the community)
▪ A satisfactory and current criminal records check,
▪ CPR/First Aid

An asset to this position is a solid knowledge, sensitivity, and/or lived experience relating to the issues of mental health and addictions.

Other Assets:
Applied Suicide Intervention Skills Training (ASIST), Mental Health First Aid, Motivational interviewing, Non-Violent Crisis Intervention and the management of concurrent disorders

Hours of work: full time; 37.5 hours per week, Monday to Friday, with occasional evening and weekend work.
Location: Charlottetown, PEI
Closing Date for Application : This job ad will remain posted until the position is filled
Start Date: As soon as possible

Interested candidates should apply with their resume and covering letter by either mail or email to:

HR Coordinator
CMHA PEI Division
178 Fitzroy Street, P.O. Box 785,
Charlottetown, PE, C1A 7L9
Email: hr@cmha.pe.ca
(please indicate on subject line: 086 –HOHF Housing Coordinator)

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We thank all applicants who apply, however only those selected for an interview will be contacted.