



Position: Housing Coordinator
Status: Part-time (20 hours/week), 2 year contract position
Location: Hamilton, Canada

Appointment & Accountability

This is a shared position with Micah House Refugee Reception Services. The Housing Coordinator is appointed jointly by and accountable to the Open Homes Hamilton Team Leader and the Micah House Executive Director.

Position Overview: To assist Open Homes Hamilton Guests and Micah House Residents in their respective housing searches through landlord outreach, tenant skill building, volunteer training and coordination, and network building.

Start date: November 1, 2024

Hourly wage: \$25

Responsibilities:

Orient client (guest/resident) and support people to the housing search and facilitate the setting of a housing search budget and parameters.

Contact potential landlords to set up viewings and track progress in a spreadsheet for each client.

Coordinate the support of a housing ally to accompany client to viewing (or attend viewing personally, if a housing ally is not available).

Coordinate, with the client, the submission of housing applications or coordinate housing allies to assist the client.

Assist the client as needed in the signing of a lease and submission of a Landlord information request form.

Facilitate volunteer education around housing search process and housing ally role.

Coordinate regular training sessions in Canadian financial literacy and renter's rights education.

Communicate with the Open Homes Leader regarding Advance Funds agreement and payment to landlord.

Manage list of landlords and build relationships with building managers.

International Association for Refugees Canada

Helping people survive and recover from forced displacement.



Update housing resources as needed.

Coordinate move-in logistics, with volunteers (wifi setup, HEF applications, renters insurance, hydro companies/utilities).

Other Other duties as required

Qualifications

- *Committed disciple of Jesus Christ, living in dependence on his indwelling Spirit and desiring to be obedient to Him as Lord.*
- *Displays strong moral character, integrity above reproach and honesty.*
- *Knowledge of the Canadian refugee claim process and global refugee realities.*
- *Excellent communication skills with cultural sensitivity; communication abilities in a second language are an asset.*
- *Strong organizational and administrative skills, with attention to detail.*
- *Strong networking and relationship building capacity.*
- *Ability to work independently and take initiative.*
- *Experience in working collaboratively across various cultures and denominations, in an environment that is both culturally and ethnically diverse.*
- *Proven experience in working cross culturally.*
- *Post-Secondary Degree.*
- *At least 2 years of experience working with displaced people. Additional certification and specialized training with refugees is an asset.*
- *A G2 or G drivers license and access to a vehicle is an asset.*
- *Completion of Vulnerable Sector Clearance.*

Evaluation of Performance

The performance of the Housing Coordinator will be evaluated annually through a performance assessment completed by the Open Homes Hamilton Team Leader and the Micah House Executive Director. Joint supervision meetings with the Housing Coordinator will take place on a monthly basis.

Working Conditions

- Position requires some desk-based work and some movement throughout the city.
- Evening and weekend work is required; a flexible schedule is an asset.