



SPENCE
Neighbourhood
ASSOCIATION

Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

POSITION: Homelessness Outreach Mentor

Spence Neighbourhood Association is looking to fill a full-time Homelessness Outreach Mentor position.

The Spence Neighbourhood Homeless Outreach Mentor helps community members that are homeless by providing assistance finding a place to live, and providing wraparound support until community members feel they are ready to do it alone. The mentor works to build relationships with landlords, advocate for their clients, and help them transition from homeless to housed.

Primary responsibilities include:

- Meeting potential tenants and landlords, and building relationships with individuals and others.
- Helping tenants fill out application forms, support in rent unit viewings and coordinating payments.
- Maintaining clear program statistics and case files and reporting information.
- Referring people to appropriate support services (food banks, furniture, doctor, resource centers).
- Monthly wrap around supports for the first 6 months after housing participants.
- Attending regular Homelessness Outreach Mentor community agencies meetings via Zoom x1 mth
- Inputting data into HIFIS program (input all supports and housing data into HIFIS system).
- Attending EndHomelessness/HIFIS meetings, trainings.
- Acting as an advocate with Employment and Income Assistance, Residential Tenancies Branch, and other agencies and services.

Desired qualifications:

- Excellent interpersonal skills
- Ability to motivate landlords, caretakers and tenants to take responsibility for finding and implementing solutions to rental related problems
- Ability to advocate and mediate where needed
- Experience with case management approach for tenants needing follow-up
- Ability to assess clients as to their ability to negotiate services, giving assistance as required
- Passionate self-starter with an eagerness to see progress
- Ability to do data entry, use email, Word, and Excel

Assets:

- Current First Aid, CPR training (or willing to acquire)
- Driver’s license
- Creativity and ambition
- Experience working in the inner city community
- Experience working with organizations such as rental network, mental health, EIA, CFS, addictions supports etc
- Self motivated

Hours and remuneration:

The Employee agrees to fulfill a 37.5 hour work week. SNA agrees to pay \$21/hour for a 37.5 hour work week on a bi-weekly schedule, with hours paid as worked. Responsibilities may require flexible hours to be worked (i.e., occasional evenings, late nights, weekends, etc); however, regular hours will be between 10 am and 5 pm, Monday to Friday.

The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community. The Spence Neighbourhood Association highly encourages Indigenous People, Newcomers, People of Colour, Women, Members of the 2SLGBTQ* Community, residents of the West End, and individuals with lived experience, as it pertains to this role, to apply.

DEADLINE FOR APPLICATION:	July 3, 2024
SUBMIT RESUME & COVER LETTER TO: Spence Neighbourhood Association	Attn: Shannon Tait 615 Ellice Avenue Winnipeg, MB R3G 0A4 Email: housing@spenceneighbourhood.org