



Nicola Valley Shelter and Support Society

Housing Support

Job Title: Housing First – Program Assistant

Wage: \$20/ hour. Additional compensation includes reimbursement of mileage and access to an employee benefit package.

Hours: 28 hours a week

Start Date: August 2022

Qualifications: post secondary education in human services field plus proven experience working with individuals dealing with mental health and substance use issues, or combination of education and experience.

Applicant should have a sound knowledge of local resources, good communication and organizational skills, be flexible and able to multi-task, able to work independently and as a part of a team, be non-judgemental and able to meet clients where they are. A working knowledge of the Residential Tenancy Act is an asset.

Since this position requires attending client's homes and taking possibly them to appointments, this position also requires that our candidate must have a valid class 5 drivers license, appropriate insurance, a criminal record check and access to a reliable vehicle.

Job Location: 2038 Nicola Ave

Job Description: We are seeking a reliable and forward- thinking individual, to assist in further developing the Housing First Program in Merritt and the Nicola Valley. This individual will work in partnership with, and under the supervision of our Housing First Coordinator and directly with Housing First Clients to help them maintain their existing housing and meet goals set in their service plan.

Duties may include: Supervision of, and assistance with, home maintenance, meal prep and shopping as well as organizational tasks.

Reminders of, and accompaniment to appointments, assistance to access resources and services, assistance to follow through with instructions given by other service providers.

Other duties as assigned by the Housing First coordinator.

The posting is open until a suitable candidate is hired.