

# Kermode Friendship Society

3313 Kalum Street, Terrace, B.C. V8G 2N7  
Phone: 250-635-4906 Fax: 250-635-7696



## Position Title

Housing/Employment Worker

Term: April 2018 to March 2019

Remuneration: in accordance with KFS salary grid

## Summary

The Kermode Friendship Society offers culturally sensitive, quality programs and services to the Aboriginal community members and the community at large in the Terrace and Kitimat area. Under the general direction of the Team Leads will be responsible for supporting the development and implementation of a Housing First structure for Kermode Friendship Society and the Terrace area

## Job Duties

- Develop a work plan and oversee the two homelessness budget in accordance with the contracts
- Partner with key local stakeholders, though the Homeless Intervention Program (HIP) working group to offer immediate housing and supports to chronic and episodic homelessness through a “ Housing First” approach
- Partner with the City of Terrace, K’san, the HIP group and other stakeholders to develop a Housing First structure for the Terrace area.
- Procure and maintain database – HIFIS4
- Report through HIFIS4 (database) and HERIN (reporting system) to PGNAETA (funder)
- Be part of the Kermode Main team development as directed by team lead
- Support the development of a peer-to-peer support group
- Support Kermode capacity building through providing job-shadowing as available
- Actively communicate and collaborate with service providers
- Participates on HIP and other working groups as directed by Kermode management
- Refer clients out to community resources
- Provides the Executive Director, Program Director and the board of Directors monthly reports and reports as required to the HPS contract Preferred BSW degree or equivalent education and work experience
- 3 years budget management experience.
- 1-2 years of direct related experience working with people who are challenged by addictions and or mental health conditions.
- 1-2 years employment placement experience
- 1-2 years housing placement experience
- 1-2 years report writing experience
- 1-2 years proposal writing experience\
- Proven counselling/supportive skills
- OFA First Aid Level 1
- Food safe Certificate
- Valid Class 5 Driver’s license, drivers abstract
- Demonstrated knowledge of working with marginalized populations.
- Criminal Records check

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## Working Conditions

- Able to lift up to fourteen kg.
- Climbing stairs and repetitive movement
- Must be able to confidently respond to emergency situations quickly and effectively
- Administrative work
- Hours of work are Monday to Friday maximum of 35 hours a week with a flexible work schedule approved the Kermode Main Team lead.
- Grocery shopping includes walking, and movement of grocery items on a daily basis.
- Supports and participates in recognized cultural practices

Please forward application to

Email: [hr@kermode-fs.ca](mailto:hr@kermode-fs.ca)

In person:

201-3240 Kalum Street

Terrace, BC

V8G 2N4

Fax. 250-635-7696

Deadline for Applications is May 18, 2018 @ 4:00 pm.