



Minwaashin Lodge

Indigenous Women's Support Centre
2323 St. Laurent Blvd
Ottawa, Ontario K1G 4J8
www.minlodge.com

Job Posting – Internal and External

Housing Relations Specialist - Female

(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Start Date:	Immediately
Closing Date:	When position is filled
Position reports to:	Director of Shelter Operations – Oshki Kizis Lodge
Work Conditions:	Located in an office setting; low risk environment.
Benefits/Pension	Attractive and comprehensive Benefits Package including Employee Pension Plan
Salary:	\$57,000 to \$62,000 depending on qualifications and experience

Under the Accessibility of Ontario and Disability Act (AODA), Minwaashin Lodge is committed to fostering an equitable, accessible, and inclusive workplace.

SUMMARY:

Minwaashin Lodge - Indigenous Women's Support Centre is a non-profit charitable agency serving First Nations, Métis, and Inuit women, youth, and children. We are a multi-service agency committed to the healing and wellness of our community, through our programs and services at Minwaashin Lodge and our shelter, Oshki Kizis Lodge. We provide culturally specific programming for children, youth, women, and families.

The Housing Relations Specialist reports to the Director of Shelter Operations and acts like a relator, but in this case, finds affordable housing for low-income Indigenous clients of Minwaashin Lodge. The Housing Relations Specialist builds and preserves trusting relationships with landlords and Minwaashin Lodge housing team, ensuring efficient communication so that Indigenous clients are matched with housing that is appropriate for their family, lifestyle and situation.

PRIMARY RESPONSIBILITIES:

The Housing Relations Specialist supports Indigenous clients through the housing placement process end-to-end, and has the following role:

- Assist in resolving issues that put the tenancy at risk, including mediating with neighbouring tenants, and supporting clients through the Landlord and Tenant Board process

- Support the landlord-tenant relationship, always working towards a positive outcome for the clients, including maintaining their housing
- Assist the client by arranging viewings, contacting and negotiating with landlords, choosing housing, assisting with move-in arrangements including by completing housing allowance applications and renewals furniture procurement, tenant insurance and completing forms pertinent to the Landlord Damage Fund
- Provide and explain information about landlord and tenant rights and responsibilities
- Support the landlord-tenant relationship, following up with the client and/or landlord to ensure the rent is being paid, any issues or client difficulties are rectified, and that the landlord is completing any needed repairs
- Support clients who need to be re-housed to select, rent and move into new housing
- Support landlords to access the City's Damage Claim Fund
- Work in a team approach with clients, Housing First Case Managers and Peer Support Workers and others to solve tenancy issues

Landlord Relationships

Build and preserve trusting relationships with landlords to promote equity and respect of Indigenous clients

QUALIFICATIONS:

- Post-secondary certificate or degree in relevant field OR equivalent work/lived experience with low-income Indigenous families
- Minimum of 2 years working in supportive position with low-income clients or equivalent experience
- Ability to work flexible hours including evenings and weekends
- Ability to manage multiple tasks in a fast paced, time-sensitive, confidential environment.
- Ability to work independently and as part of a team.
- Excellent knowledge of Indigenous cultural practices

ADDITIONAL REQUIREMENTS:

- Driver's license with no minor or major convictions or at-fault accidents for three years
- Excellent verbal and written communication skills
- Criminal records check
- First Aid/CPR Certification

ADDITIONAL PREFERENCES:

- First Nations, Inuit, Métis or non-status preferred.
- Owning a vehicle with 2 million liability insurance is considered an asset.

TO APPLY:

- Applicants are asked to submit a resume and cover letter with 3 references to Castille Troy, Manager, Human Resources, 2323 St. Laurent Blvd, Ottawa, Ontario K1G 4J8 or via email to ctroy@minlodge.com

We thank all those who apply; however, only those invited for an interview will be contacted. No phone calls please.