



WHOLE WAY HOUSE
RECONNECT. REBUILD. RECENTER

Program & Tenant Support Coordinator

Job Description

October 2024

Department: Programs/Tenant Support
Location: Victoria, BC
Reports to: Programs Manager, Operations Manager

Job Summary:

Our Program & Tenant Support Coordinator will work creatively with new and existing residents to engage them in Whole Way House's community building programs with the goal of building a healthy and supportive community and a safe and stable housing environment. This position involves coordinating and facilitating support programs for vulnerable seniors, low income individuals and veterans who are at risk of homelessness. A portion of the Program & Tenant Support Coordinator's task is to work within the budget to run and develop programs that work to create a safe and welcoming environment for the residents to ReConnect, ReBuild and ReCenter in. This will include establishing supportive relationships with the residents, engaging residents to participate, providing mentorship as well as providing support and access to community resources. This will also involve coordinating and training volunteers and providing opportunities for feedback and growth. The Program & Tenant Support Coordinator will also work with colleagues as well as community resources, case managers, nurses, etc to collaborate information, develop support plans and a continuum of care outline, as well as outreach and collaboration with other community organisations and events. The Program & Tenant Support Coordinator will spend their time preparing for and facilitating programs, recruiting and coordinating volunteers, handling resident support needs, and tracking data on both programs and tenant support related information.

Main Duties and Responsibilities:

- Provide support to residents through one-on-one meetings as well as Friendly Visits
- Provide a variety of supports including: assisting with housing needs, assisting with housing stability, assistance with room cleanliness, laundry, personal hygiene, accessing financial aid, work with families, skills teaching, crisis intervention/prevention, advocacy, referrals to other services, engagement in programs etc.
- Liaise with other mental health and health care providers, physicians, community workers, landlords and family members on behalf of clients
- Set up and facilitation of programs (daily, weekly, monthly, special)
- Take inventory and coordinate supply orders
- General office and van cleaning
- Hosting and coordinating volunteers and partner organisations for programs (and/or working with a volunteer coordinator)
- Assessment of clients and their service needs
- Developing respectful and trusting relationships with clients
- Developing service plans and goals in partnership with clients
- Developing and implementing strategies in partnership with clients
- Work collaboratively in a team and with partner agencies
- Linking clients to tenant support services
- Working with landlord to onboard and support new residents



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- Providing a safe space for guidance and support for the residents, including engaging them in participating in programs and accessing resources available to them
- Keeping up to date and accurate records regarding resident and program data, progress, success, feedback and potential development
- Assisting the Manager with organising and coordinating, workshops, fundraisers and special events

Requirements, knowledge and experience:

- University degree and/or Community College Diploma in social services or related field preferred
 - Experience in community mental health, forensic mental health and crisis intervention an asset
 - Experience working with homeless individuals preferred
 - Working knowledge of psycho-social rehabilitation and recovery principles
 - Experience in direct services delivery to adults in poverty with mental illness and concurrent disorders and addictions
 - Able to effectively identify and solve problems and follow through on initiatives.
 - Excellent interpersonal skills
 - Good written, reading and verbal communication skills.
 - Good assessment skills
 - Knowledge of landlord and tenant act, health care and community resources
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- Able to maintain confidentiality, ethically, regarding sensitive matters regarding the organisation and its clientele.
 - Related experience working with community support programs and one on one counsel.
 - Valid Class 5 driver's licence preferred (not required).
 - Proficient use of Microsoft Office and Google Drive.
 - Ability to work independently; self-motivated and disciplined. Ability to work with a team, cooperative, contribution-oriented.
 - Willing to complete relevant courses and workshops (provided by WWH or our partners) as assigned by your supervisor

Behavioural Competencies:

- **Adaptability / Flexibility** - Adjust approach to meet needs of changing conditions, situations, and people to work effectively in difficult or ambiguous situations.
- **Collaboration and Network Building** - Identify and create external and interdepartmental interdisciplinary networks to support service delivery and achieve organisational objectives.
- **Self-Care** - Deliberately and continuously apply professional and personal self-care to sustain optimal productivity and maintain physical, mental and emotional health.
- **Self-Management** - Manage emotions and strong feelings while maintaining calm and tactful demeanour under a broad range of challenging circumstances.
- **Teamwork and Cooperation** - Work collaboratively and productively across the organisation to achieve common goals, while demonstrating respect, cooperation, collaboration, and consensus building.
- **Charisma & Compassion** - Be a passionate, captivating and supportive leader, solutions oriented problem solver, willing to take on additional responsibilities with the ability to work independently and with hustle.

Working Conditions:



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- **Work Location** - Work is generally performed indoors, with up to 30% of the time spent outdoors in all types of weather.
- **Physical Requirements** - Duties require extended periods of standing and/or walking. Duties require occasional periods of climbing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Employees are required to look at a computer screen for up to 70% of the time. Must be able to lift up to 50 lbs occasionally and climb up to 8 flights of stairs. The employee is required to see, talk and hear.
- **Work Conditions** - This position may be required, at times, to work in an environment often dealing with clients in crisis brought about by diverse problems. The ability to function independently and frequently under pressure, while managing multiple concurrent tasks including emergency situations is an ongoing expectation of this position.
- **Hours of Work** - This position typically works 2 days per week onsite for 6+ hours per shift. Some work on scheduled days off may be required. Moderate overtime may be required. Work on weekends and statutory holidays may be required.
- **Hazards** - Job requires some interaction with the public, some of whom may be upset, abusive, and/or violent. Job requires working with people in unhealthy conditions and may include exposure to bodily fluids, lice and bedbugs. Employees may be required to hear about clients' lives which may be troubling or upsetting, and may cause emotional issues including vicarious trauma.
- **Other** - Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check and must submit a current Driver's Abstract.

Compensation, location & hours of work:

- Compensation Type: Hourly
- Salary Range: \$22+/ hour
- Hours of Work: 11-15 hrs/ week (weekend days may be required)
- Location: 918 Collinson Street, Victoria, BC
- Term: Temporary contract until August 29, 2025

More information at www.wholewayhouse.ca

Please email your cover letter and resume to inquiries@wholewayhouse.ca