



HOUSING SERVICE COORDINATOR

37.5 Hours per week

Term position ending March 31, 2023 with the possibility of extension

Quint Development Corporation is a unique community economic development organization, focused on creating economic opportunities that help to strengthen communities and improve social conditions for Saskatoon residents. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

The Position:

We are looking for an individual who wants to be part of an organization that addresses inequities in our city and who is passionate about social justice and community development in low income core neighbourhoods. As a Housing Service Coordinator you will work as part of the housing team to provide housing set-up supports for new tenants.

Duties

Reporting to the Program Manager, the Housing Service Coordinator will:

- Meet with applicants and recommend applicants for selection. This includes
 - determining applicants' eligibility and needs.
 - Fill out and submit intake and request to Housing Manager for approval.
 - completing a household budget with the applicants.
- Coordinate aspects applicant/participants needs
- Advocate with government funding agencies on behalf of participants.
- Liaise with landlord of participants.
- Provide support and services to individuals to eliminate barriers that prevent stable housing.
- Provide referrals and support to applicants seeking professional/peer support.
- Provide financial and other reports for submission to the Affordable Housing Program Manager.
- Advise community organizations, applicants and other interested groups about housing service programs, eligibility, and selection criteria.

Knowledge, Education and Experience

- Understanding of the issues faced by lower-income families, individuals and neighbourhoods;
- Understanding of issues and impacts related to affordable housing;
- Demonstrated experience working at the community level with community-based organizations;
- Understanding of community economic and/or co-operative development;
- Knowledge of Microsoft Office and other relevant software
- Valid Class 5 Driver's License and reliable vehicle.

Skills

- Strong written and oral communication skills.
- Experience with budget administration.
- Excellent computer skills; experience working with spreadsheets.
- Excellent problem solving skills - Ability to think conceptually, analyze, exercise sound judgment and make effective recommendations.
- Excellent ability to adapt to changing priorities & in adjusting work plans accordingly.
- Ability to work independently and as part of a team.
- Ability to work flexible hours (may include occasional evenings).

Please note that the successful candidate is required to provide a criminal record check and proof of vaccination status at the reference stage of hiring. Candidates who are unable to be vaccinated against COVID-19 and require an accommodation for a legitimate medical, religious or other human rights-based grounds will follow a separate process.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. **To apply, send your resume and a cover letter explaining why you would be a good fit by Noon August 19, 2022, to:**

Holly Lucas

Quint Development Corporation

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Email: housingb@quintsaskatoon.ca