

INTERNAL & EXTERNAL JOB POSTING

Housing Liaison Lead

ISANS is seeking a Full-time **Housing Liaison Lead** to analyze and identify affordable housing options for Government Assisted Refugees (GARS) in Nova Scotia; coordinate stakeholder engagement and outreach to foster relationships with property owners; and engage with local, provincial, and national housing initiatives and networks to create more permanent accommodation options and supports for GARS.

This position will be responsible for:

- Coordinating housing stakeholder engagement for ISANS
- Conducting outreach to foster relationships with landlords and other stakeholders to create more permanent accommodation options and supports for GARS
- Researching and engaging with local, provincial and regional housing initiatives, networks and committees to identify opportunities for ISANS' consideration
- Coordinating and developing ongoing plan(s) for identifying and analyzing affordable housing options for consideration by ISANS' senior leadership team, including the development of briefing notes, timelines and presentations to facilitate those considerations.
- Raising awareness of barriers to securing and maintaining affordable, safe and accessible housing for newcomers settling in Nova Scotia with a particular focus on GARS.
- Working with Manager of Resettlement Assistance Program and senior leadership team members to develop and implement an affordable housing strategy for ISANS

General responsibilities:

- Reviewing and adhering to ISANS workplace health and safety policies; safety is everyone's responsibility
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Attending regular Staff Meetings and Team meetings
- Attending training and development opportunities as appropriate
- Attending and providing support at ISANS events
- Performing other duties as require

○

The ideal candidates for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted

Experience:

- 2 years' experience in a similar position, including a minimum of one (1) year experience working within the housing sector and relevant stakeholders
- Experience with analysing and developing options and strategies that respond to non-profit housing context
- Experience working in a cross-cultural environment
- Experience with working on housing equity issues
- Experience developing, implementing and evaluating projects and strategies
- Experience with networking, outreach and presenting

Knowledge:

- Knowledge of local landlords, property owner networks, housing programs and community organizations that work on housing equity issues
- Knowledge of specific issues facing resettled refugees in general and housing more specifically
- Knowledge of settlement and housing related services and resources, with an emphasis on the services and resources that exist within the Halifax and surrounding areas
- Knowledge and ability to integrate anti-oppression, critical disability, LGBTQI2S and trans-positivity

approach in support of strengths-based principles and practices.

Skills and others:

- Strong written and verbal English communication skills
- Strong facilitation and presentation skills
- Strong networking and outreach skills
- Strong advocacy skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications, with a demonstrated experience in documentation and reporting
- Additional languages an asset
- Flexible to work evenings and weekends, as needed
- Must be able to travel within the Halifax to multiple locations.
- Access to a vehicle considered an asset.

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Fixed-term contract to March 31, 2024, renewable pending funding confirmation
- Full-time 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Tuesday November 29, 2022, 4pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.