

INTERNAL & EXTERNAL JOB POSTING

**RAP (Resettlement Assistance Program) Housing Coordinator
(Short-term contract to end March 2024)**

ISANS is seeking a full-time **RAP Housing Coordinators** responsible for providing consistent and effective assistance to government assisted refugees with housing in their RAP period of their arrival in Halifax. The position ensures that clients receive consistent and up to date information and services related to housing during that period. Reporting to the Supervisor and Manager, Resettlement Assistance Program, this position will be responsible for:

- Conducts housing search in and outside of HRM for all newly arrived GAR / government assisted refugees upon arrival in Canada
- Escorts clients to housing appointments and advocates on their behalf
- Secures appropriate and affordable housing for refugees within a timeframe
- Recruits housing providers and maintains a housing data bank/registry of housing providers
- Build partnership with landlords and other stakeholders
- Conducts RAP Housing orientation sessions to all clients to ensure that client understands their housing options, cost of living, and their rights and responsibilities under Residential Tenancy Act
- Liaises and consults with other professionals and organizations.
- Ensures that moving procedures and furniture order are in place for each client.
- Prepare weekly move out reports
- Providing information as required for internal/external reports, proposals, grants

General responsibilities:

- Performing other duties as required
- 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
- Back up for the RAP pager duty, as required

The ideal candidate 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
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing, implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience with networking and outreach

Knowledge:

- Knowledge of local activities, programs and community organizations that serve the immigrant population
- 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.

Skills and others:

- Strong written and verbal English communication 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

- Short-term contract to March 31, 2024
- 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 May 30, 2023, 4.00pm

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.