



Association canadienne
pour la santé mentale
Kootenays
La santé mentale pour tous



Job Title: Tenant Support Worker

Program: Housing Services in Nelson and Castlegar

Reports to: Property Managers

Wage: \$18.98/hr

Hours: 27 hours per week (7 hrs/day Mon, Wed, Thu 10am-6pm in Nelson office plus 3 hrs/day Tue, Fr flexible schedule between 9am-6pm in Castlegar office)

Closing Date: June 13 2021

Job Summary: Provides support, advocacy, information, education and referrals to Anderson Gardens and Castlegar housing tenants.

Qualifications:

- Diploma in related human, social services or administration field.
- One (1) years recent related experience.
- Or an equivalent combination of education, training, and experience.
- Use of reliable personal vehicle for work purposes and current BC Driver's License
- Knowledge of local community resources and awareness of local cultural diversity & local social sector issues
- Strong Microsoft Office (Outlook, Word, Excel, PowerPoint) skills
- Ability to read and interpret documents such as safety policies, operating and maintenance procedures and manuals.
- Ability to write routine reports and correspondence.
- Ability to define issues, collect data, establish facts and draw valid conclusions.
- Ability to manage stressful, emergency and crisis situations.
- Ability to work cooperatively with individuals from diverse economic, cultural and social backgrounds.
- Ability to participate in meetings, conferences and other events outside of regular work hours.

Key Duties and Responsibilities:

- Orients and assists tenants to settle in at Anderson Gardens and Castlegar housing complexes.
- Actively connects tenants to appropriate community supports and services, when required (i.e. support services, education, employment and health).
- Liaises with other service agencies and professionals and maintains current knowledge of community based resources.
- Produces and maintains tenancy notes, tenant records/files, documents, forms and statistical information.
- Provides a variety administration support services in order to ensure efficiency and effectiveness at assigned housing locations
- Completes light maintenance duties and repairs including light changes, painting, cleaning and blinds at Anderson Gardens.
- Creates and implements recreational programs based on tenant's needs, skills and interests at Anderson Gardens
- Provide vacation coverage for Property Managers, when required.
- Performs other related duties as required.

Applicants can submit resume to:

reception@cmhakootenays.org Subject: YOW

CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted