

**Job Title:** Tenant Support Worker

**Program:** Housing Services

**Reports to:** Property Managers

**Wage:** \$18.98/hr

**Hours:** 27hours per week (3days/week in Nelson (7hr/day) plus 2 days per week in Castlegar (3hrs/day))

**Closing Date:** Dec 12 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.
- Current BC Driver's License and reliable personal vehicle willing to use for work tasks.
- 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](mailto:reception@cmhakootenays.org) Subject: Tenant Support

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