

Internal/External Job Posting

Job Title: Tenant Support Worker

Location: Anderson Gardens, Nelson BC

Reports To: Property Manager

Wage: \$25.95/hr

Hour: 35 hours per week

Closing Date: Open until filled

JOB SUMMARY: Provides support, advocacy, information, education, recreation facilitation and referrals to Anderson Gardens tenants. Connects residence to community supports and services in areas such as education, employment, health and life skills.

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
- 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.
- Creates and implements recreational programs based on tenant's needs, skills and interests at Anderson Gardens
- 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 Anderson Gardens
- Completes light maintenance duties and repairs including light changes, painting, cleaning and blinds at Anderson Gardens.
- Provide vacation coverage for Property Manager, when required.
- Performs other related duties as required.

Applicants can submit resume to:

reception@cmhakootenays.org Subject: Tenant Support

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