



## JOB DESCRIPTION

AGENCY PROGRAM: Housing Resource Centre (HRC)  
JOB TITLE: Housing Counsellor  
JOB CLASSIFICATION: BSW, BA or MSW  
SUPERVISOR: Manager, Housing Resource Centre

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### POSITION SUMMARY:

As a member of the CCRC staff team, the Housing Counsellor provides housing support and case management services throughout the continuum of housing stability services & financial resources, providing referrals to collaborative agency and community resource providers.

HOURS: 28 hours per week  
SALARY: As negotiated with manager within approved salary range

### QUALIFICATIONS:

- Bachelor of Social Work or equivalent degree
- Experience providing direct service to diverse client populations, preferably in a community based organization
- Knowledge of social work ethical standards and responsibility to clients
- Demonstrated ability to develop a supportive professional relationship
- Proven assessment, case management, advocacy and crisis intervention skills
- Thorough knowledge of the local housing and homelessness service network, local resources, and supports.
- Understanding of rural housing, poverty and social service issues
- Excellent communication skills including demonstrated ability to work in collaboration with a broad range of community partners
- Demonstrated commitment to anti-poverty, anti-oppression and social justice issues and practice
- Very strong computer skills including advanced MS Excel and Office programs
- Driver's License and access to a reliable vehicle

### MAJOR DUTIES:

- Create professional and supportive interactions and relationships with clients
- Provide housing support, counselling and case management services, assisting clients to search for, find and secure appropriate housing and necessary services and to sustain successful tenancies



- Assess client need, utilizing common assessment tool (SPDAT) as appropriate to inform case management and service provision
- Assist clients to access income support, crisis intervention or other services related to ensuring basic needs are met
- Accompany vulnerable clients to appointments related to housing and support services appointments and provide outreach services in County locations as required
- Establish and maintain positive working relationships with community partners in multiple sectors throughout Peterborough City and County
- Initiate or participate in case conferences and local coordinated access processes such as Homelessness Coordinated Response Team (HCRT) and By-Name Priority List
- Maintain client files in accordance with accredited agency standards
- Participate in team and agency meetings, events, and initiatives
- Provide supervision to social work placement students
- Other related duties, as assigned

Revised by: Rosemary O'Donnell, Manager

Date: March 2019

Approved by: Casey Ready, Executive Director

Date: March 2019