



springboard

CONNECT. INSPIRE. ACHIEVE.

## ABOUT US

**Springboard's mission** is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

## WHO WE ARE

**People are at the centre of everything we do.** We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a savings plan that helps support our people in all aspects of their lives.

## Internal / External Job Post

# Community Housing Worker DS-U23-43

### THE OPPORTUNITY

- Job Class ♦ Union
- Department ♦ Developmental Services
- Location ♦ East end, Toronto, ON - multiple locations
- Status ♦ Full-time, permanent
- Pay Rate ♦ \$52,230.86 per annum
- Vacancy Number ♦ DS-U23-43
- Available ♦ Immediately
- Hours/Shifts ♦ 5 days/40 hours per week  
Tuesday 10am-6pm | Wednesday 10am-6pm | Thursday 10am-6pm | Friday 9am-5pm | Saturday 9am-5pm

(Schedules are subject to change based on operational needs)  
Travel to other locations is required.

The role of the Community Housing worker is to work with individuals and their families to secure and sustain housing in their chosen community. The worker will assist individuals with moving into housing and establish independent living routines including developing systems to assist individuals manage their households successfully (i.e. money management / paying required bills and rent on time, grocery shopping, maintaining safe living environment and safe community participation practices). This position will also support various engagement levels for independent living within the department, such as facilitating programming to identify and support individuals that are preparing for independent living, researching sustainable housing options and funding. Knowledge of Landlord Tenant Act. Experience with, Person-Directed Planning, goal development and implementation is required.

### WAYS YOU CAN CONTRIBUTE

- **Independent/Housing Support** – support residents with attaining individual living arrangements of their choice, establishing independent living routines including developing systems to assist

- individuals manage their household successfully i.e., money management, bill payments, community safety etc., may include exposure to animals, second hand smoke etc.
- **Community Support** – support individuals and families to exploring and securing affordable housing options in their chosen community; support in maintaining social networks, encourage individuals to participate in community activities, and create opportunities for individuals to promote participation in meaningful activities.
- **Case Management/Co-ordination**: responsible for needs and risk assessment, advocacy, referrals and for case co-ordination.
- **Person Directed Planning** – develop goal plan, provide individual counseling, support individuals and families working toward individual goals.
- **Group Facilitation and Mentorship Program Development** – develop and run monthly workshops of various life skills and opportunities to encourage individuals to make peer connections within their community; run workshops and monitor program success.
- **Administrative Duties** – accurate and timely completion of forms/reports as per Springboard and/or programming guidelines.

## WHO YOU ARE

- Post-Secondary Diploma/Degree in Social Service field.
- At least 2 years of recent work related experience in Developmental Services in the following;
  - Community support, case coordination, client advocacy, goal development, implementation and monitoring skills using person directed planning model, program/group development and facilitations skills, life skills training and coaching.
  - Knowledge/experience of Landlord Tenant Act. (E.g. tenant rights, evictions notice process, rental laws)
- Strong knowledge of community resources, including DS sector to match individuals with necessary services.
- Proficient in computer, including use of Microsoft Applications (e.g. Word, Excel, PowerPoint), and visually based learning aids.
- Strong knowledge and skill in the area of developmental disabilities, dual diagnosis and mental health.
- Proven ability to work independently with minimal supervision.
- Strong time management, crisis management and problem-solving skills.
- Must be able to work flexible hours on weekdays, weekends and evenings.
- Valid First Aid, CPR and Safe Management certificates.
- Demonstrated use of core competencies in:
  - **Service Delivery Judgment** – understand the program processes; think through when to make process changes and come up with ideas that improve service delivery.
  - **Logical Analysis** - think holistically to identify potential causes of events, consequences of actions and multiple solutions to challenges faced.
  - **Flexibility** - explore various options around problem solving and managing difficult situations.

### Preferred Qualifications:

- Ability to speak French

## APPLY

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

**The Deadline for Applications is February 5, 2024 at 4:00 pm.** Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to [careers@springboardservices.ca](mailto:careers@springboardservices.ca).

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

*We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.*