



## Outreach Worker

### JOB SUMMARY

This is a Part-Time, Term Position with the Aboriginal Coalition to End Homelessness (ACEH) as an Outreach Worker. Working collaboratively with the Indigenous Street Community Advocate (ISCA) and reporting to the Executive Director the Outreach Worker is responsible for providing support, advocacy, resources, and referrals, and to assist individuals transitioning into housing.

### RESPONSIBILITIES

- Coordinate the deliveries of Nourishment Boxes (shopping, packaging, inventory, volunteer drivers); includes PPE and Cultural Supplies
- Maintain communication with various assigned Cohorts
- Prepare 1-Time Care Packages as required; coordinate deliveries
- Oversee and Manage foods and supplies orders
- Maintain tracking, reporting and budgeting
- Direct outreach as assigned in collaboration with the ISCA; case load will fluctuate between 4 to 8 individuals weekly (in homes, hotels, and by telephone) in addition to those in receipt of Nourishment Boxes
- Assist people to attend culturally supportive events and land-based healing camps
- Support residence; assigned to one of the ACEH culturally supportive houses (one on one and group work)
- Provide support to a large cohort moving into independent housing

### REQUIRED QUALIFICATIONS

**Required** to complete the Ministry of Public Safety and Solicitor General Criminal Record Check prior to commencement of employment.

**Required** valid Driver's License and vehicle

**Education** a diploma, certificate or degree in a related field and/or significant proven experience related to this position, e.g., advocacy, liaison, support worker, project planning and coordination.

**Experience** preferably two years of experience providing related support to Indigenous peoples.

- Required - experience or personal insights into working cooperatively and non-judgmentally with people with disabilities, lived experience, addictions, etc.
- Required - experience working with Indigenous peoples and an awareness of the impacts of colonization.
- Preference - given to those with experience working with non-profit organizations, family support, social services, and/or chronic homelessness.
- Preference given to those with experience coordinating events and community events.

## **Skills and Ability**

- Excellent ability to deal professionally, effectively and non-judgmentally with a broad range of personalities, needs, cultures and abilities
- Strong writing skills and excellent verbal communication skills
- Excellent organizational skills:
  - Solid time management skills, with the ability to complete and prioritize a variety of tasks within a given timeline, with adherence to important deadlines
  - Accurately track and submit program expenses, invoices, and stipends tracking
- Computer literate and able to use Microsoft Office products
- Ability to work both independently, take initiative when necessary, and also work collaboratively as part of a team
- Understanding of the intergenerational trauma that occurs as a result of colonization, Residential Schools, Sixties Scoop, and other oppressive systems as well as the history of Indigenous peoples in Canada.

**Preference will be given to qualified candidate with Indigenous ancestry.**

**Rate of Pay:** \$24/hour

**Term:** Expected start date Aug 10<sup>th</sup>, 2020 to Jan 29<sup>th</sup>, 2021. Hours of work, 9:00 - 3:30, 5 days per week (half hour unpaid lunch break daily).

**Please send your resume and cover letter to [director@ACEHsociety.com](mailto:director@ACEHsociety.com) (please cc [operations@ACEHsociety.com](mailto:operations@ACEHsociety.com)) by July 24th. Only those short-listed will be contacted.**