

Aboriginal Mother Centre Society: Community Outreach Worker Job Description

Qualifications:

- An understanding of Aboriginal Homelessness issues facing people in the Metro Vancouver area.
- Good working knowledge of Indigenous cultural customs and traditions; must be culturally competent.
- Excellent communication, planning and facilitation, problem-solving and intervention skills.
- Ability to work independently and within a team environment.
- Ability to handle stressful client issues.
- Strong case management skills and ability to manage financial supports issued to clients for housing and other needs.
- Excellent oral and written communication skills, ability to speak and write clearly, concisely, and effectively.
- A criminal record check clearance letter.
- Good working knowledge of computers and Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Commitment to ongoing learning and professional development.
- Ability to multi-task and establish priorities; effectively organize workload and manage time.
- Ability to deal with individuals in a manner that shows cultural sensitivity, tact, and professionalism.

Other Qualifications:

- Trustworthy and approachable.
- Team player.
- First Aid Certificate.

Key Responsibilities:

- Show hospitality to guests and clients, whether in person or on the phone.
- Maintain and share up-to-date knowledge of indigenous-focused programs and services. Understand the current indigenous homelessness issues and challenges.
- Provide front line case management to residents of Transformational Housing program and community clients, with focus on securing and maintaining housing.
- Create strong networks to link clients to supports and resources needed to not only house the client, but provide supports and resources needed to ensure housing is maintained over time.
- Develop, coordinate, and implement a participant database, in addition to collecting and recording data in existing electronic database.
- Develop and maintain a monthly calendar of community events. Develop and maintain a list of community guests and partners, in order to circulate event calendar.
- Work with the Community Engagement team to plan, set up, and facilitate events at Aboriginal Mother Centre and in the community.

Collaborate with all AMCS departments, especially TH as it is important to effectively meet the variety of needs of the Transformational Housing Residents and the community.

How to Apply:

Interested candidates should submit their resume and a cover letter explaining their qualifications and interest in the position. Please send applications to Sarah Cushman via email:

sarah.c@aboriginalmothercentre.ca.