

## Housing Liaison

### The Agency

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community. The Calgary John Howard Society is committed to an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

### The Program

This position works with both the youth and adult housing first programs. With the combination of both programs we serve chronically homeless individuals over the age of 15 who have experienced encounters with the criminal justice system. Both programs provide housing and reintegration support for chronically homeless individuals over the age of 15. The programs provide a continuum of services from discharge planning to housing placement and then continuous case management supports to help the clients remain housed and successfully transition to independence.

### The Position

The Housing Liaison is responsible for maintaining relationships with landlords, private and non-profit. Working collaboratively with the Case Management team this individual will:

- Network with potential landlords;
- Locate appropriate housing for client placements
- Assist the Case Management Team in maintaining the clients in the most appropriate housing;
- Maintain strong, positive working relationships with landlords and other housing providers;
- Coordinate housing unit repair work that needs to be carried out;
- Coordinate move in logistics (furniture, delivery of move in essentials etc.);
- Liaising and managing utilities accounts with (i.e. Enmax).
- Act as a liaison between landlords and clients if a dispute;

The Housing Liaison will have a post-secondary education in a relevant discipline and a strong understanding of the Residential Tenancy act, property management, maintenance and relevant customer service or sales. Knowledge and understanding of the target population is considered an asset.

This is a fulltime full benefit position

**Applications will be accepted until April 3, 2018 or until a suitable candidate is found  
Please submit your cover letter and resume (include 'HL-2018' in the subject line) to:**

**Nic Etheridge Calder, Director of Housing**  
nic.calder@cjhs.ca

*The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.*