



### **Housing Specialist – HomeBase Program**

The Alex Community Health Centre is currently recruiting for a Housing Specialist for its HomeBase program. This position will provide professional support to formerly homeless men and women as they transition out of homelessness into stable housing.

HomeBase is a new initiative addressing homelessness by enabling individuals to become and remain housed and receive support and connections to services and treatment to facilitate their recovery and integration into the community.

The scope of work and responsibilities include, but are not limited to the following:

- Work with landlords to secure housing
- Conduct apartment inspections
- Work closely with the HomeBase team on matters pertaining to client housing
- Interact with clients on all housing matters including move-ins
- Interact with apartment building staff and managers
- Carry out minor maintenance on apartments

#### **QUALIFICATIONS:**

- High School Diploma
- Must be physically able to move furniture and assist clients with the move-in process
- Able to do basic household repairs and furniture assembly
- Must demonstrate a strong professional demeanor
- Must have demonstrated strong communication, organizational, advocacy and rapport building skills
- Adaptable with can-do, pro-active attitude and ability to multi-task in a fast-paced environment
- Strong collaboration skills
- Valid driver's license and strong computer skills
- Experience working with homeless population and/or community outreach is an asset

We offer a competitive salary and excellent benefits.

**Please submit your resume to:** [jobs@thealex.ca](mailto:jobs@thealex.ca)

**Deadline to apply:** until suitable candidate is found

*We thank all applicants, however, only those selected for an interview will be contacted.*

For further information about The Alex and its programs, we encourage you to visit our website at [www.thealex.ca](http://www.thealex.ca)