



## Career Opportunity: HOUSING PARTNERSHIPS COORDINATOR

### Interest Statement:

Do you want a purpose-filled life? Are you looking for work-life balance? Are you enthusiastic about delivering superior services and care to clients? Are you results-focused with an emphasis on quality and great attention to detail? Do you thrive in a diverse and change-positive work environment? Do you value a professional, positive, and supportive team?

### Join Interval House's Growing Team:

The Community Programs team is a group of caring, dedicated staff that provide a spectrum of services designed to support women survivors of Intimate Partner Violence (IPV) regain their independence. The Building Economic Self-Sufficiency (BESS) Program is currently seeking a Housing Partnerships Coordinator to facilitate the Rent Subsidy Program (RSP) as well as our partnerships with several major housing providers. The new Housing Partnerships Coordinator will be joining the current Housing Coordinator in the BESS Housing Department, as well as the rest of our 8-person team.

### Interval House:

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence. Checkout our website for more details, [www.intervalhouse.ca](http://www.intervalhouse.ca)

### Job Details:

Reports to: The Community Programs Manager.

- Job Type: Full-Time permanent.
- Hours of Work: 35 hours per week.
- Work Arrangement: Hybrid – minimum 2 days per week onsite.
- Location: Toronto, Ontario.

### You will benefit from:

- Work-Life balance.
- Competitive compensation.
- Employer-paid Health and Dental benefits.
- Employee Assistance Program.
- Paid vacation and sick benefits.
- Career growth and professional development opportunities.

### Do you have?

- Relevant post-secondary education in social services, humanities, or social studies.
- Knowledge and experience related to housing programs and services in Ontario.
- Excellent communication and negotiation skills.
- Valid CPR/First Aid or a willingness to be trained.

### Apply your education and knowledge to make a difference in women's lives by:

- Assisting clients in searching for and acquiring housing in the affordable, transitional, and private housing markets,
- Providing ongoing supports for clients that acquire housing such as tenant rights and responsibilities support and landlord advocacy.
- Developing case plans to promote and support Interval House's efforts to help clients build economic self-sufficiency.

- Building and maintaining strong and productive partnerships with housing providers.

**Strengthen your skills and abilities in:**

- Program planning and implementation.
- Delivery of high-level customer service.
- Understanding of housing market information and settlement resources in Toronto.
- Advocacy, networking, and outreach activities.
- Understanding the challenges/barriers affecting women who have experienced Intimate Partner Violence (IPV).
- Attention to detail.
- Handling administrative responsibilities.
- Client case management, Microsoft Word, Outlook, Excel, Access, and Power Point.
- Analysing data and preparing written reports, as well as verbal reporting.
- Risk identification and mitigation.
- Positive interpersonal relations.

**To Apply:**

- Email: [personnel@intervalhouse.ca](mailto:personnel@intervalhouse.ca)
- Attention: Human Resources
- Subject line: **HOUSING PARTNERSHIPS COORDINATOR**

**Good to Know:**

- We thank all applicants, but only applicants with the required qualifications and competencies will be contacted.
- Applicants must be legally eligible to work in Canada and must have a valid work permit that allows the applicant to fulfill the requirements of the role.
- All successful applicants must agree to undergo a police vulnerable sector check.
- Interval House demonstrates its commitment to diversity, equity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.