

## CONTRACT OPPORTUNITY

### Peer Housing Support Project Coordinator



<b>LOCATION:</b>	Victoria, BC
<b>CONTRACT VALUE:</b>	Up to a maximum of \$9,000
<b>PER HOUR RATE:</b>	\$25 per hour
<b>TERM:</b>	Temporary to March 31, 2018 (possible extension is funding dependent)
<b>ANTICIPATED START:</b>	ASAP

## OVERVIEW

### Who We Are

The Greater Victoria Coalition to End Homelessness (Coalition) is a non-profit society committed to addressing homelessness in Greater Victoria. The Coalition was formed in 2008 and consists of over 40 stakeholder organizations including: service providers, non-profit organizations, all levels of government, businesses, postsecondary institutions, the faith community, and people with a lived experience of homelessness.

### Who You Are

You seek meaningful, complex work in the not-for-profit community where helping to improve the success of individuals transition from a state of homelessness to being housed is a key focus. You are an independent, proactive problem-solver that adapts quickly to new ideas. You build genuine relationships and collaborate effectively with people with lived experience of homelessness as well as housing and service providers.

### Why Choose Us

- Flexible work schedule
- Collaborative and inclusive work environment

## PROJECT SUMMARY

### The Peer Housing Support Project

The Peer Housing Support Project is developing and piloting a program of one-to-one peer mentorship in which a Peer (an individual who is newly housed through one of our partner organizations and who is asks for support) is connected with a trained Peer Supporter (an individual who has experienced homelessness, has transitioned successfully from homelessness to housing, and has training in peer support).

Connecting with people of shared experience fosters hope, decreases power imbalances, and provides emotional support during the very real challenges that come with the transitioning from the street or a shelter into housing. The project has a targeted focus on supporting people as they transition from homelessness to housing along the housing spectrum. It is Peer-led and responsive to changing needs.

## JOB SUMMARY

### Peer Housing Support Project Coordinator

The Peer Housing Support Project Coordinator will coordinate the development and implementation of a Peer Housing Support Program. This role seeks a flexible, confident and self-directed individual excited about the opportunity to contribute significantly to the support service landscape in Greater Victoria. The Peer Housing Support Project Coordinator will be primarily responsible for the ongoing development, review, modification and implementation the Peer Housing Support Program, working with the Peer Support team of individuals with a lived experience of homelessness and supported by the Community Development Manager

This project is expected to require up to an average of 21 hours per week starting as soon as possible through to March 31, 2018, with the possibility of extension (funding dependent).

1. Project Coordination:	30%	3. Administration Activities:	20%
2. Staff Supervision and Support:	30%	4. Document Preparation:	20%

## STRUCTURE & ACCOUNTABILITIES

### Employment Structure

Title: Peer Housing Support Project Coordinator

- Contract held and managed by the Coalition Executive Director.
- Works in collaboration with the Coalition's Community Development Manager and Administrative Coordinator.
- Takes strategic direction and content guidance from the Peer Housing Support Committee, a group of individuals with lived experience of homelessness committed to supporting and informing this project.
- Provides guidance and oversees the work of the Peer Supporters.

### Specific Accountabilities / Deliverables

Phase I Deliverables (January 2018):

- Review Peer Housing Support Project Program Framework.
- Review Training Manual for Peer Housing Support Service Delivery.
- Liaise with partner agencies during Pilot placements.
- Prepare short narrative report to funder on the completion of Phase I.

## Phase II Deliverables (January 2018 to March 31, 2018):

- Supervise and support Peer Supporters throughout the pilot phase of the program
- Collect learnings from Pilot to review the program framework and training manuals.
- Prepare report to funder on the progress of Phase II.
- Maintain reliable records on support delivery

Through both Phase I and Phase II, the Peer Housing Support Project Coordinator will be expected to:

- Supervise and support the Peer Supporters, including informing professional development and progressive discipline as required.
- Establish meeting times and locations for focus groups and invite the Peer Housing Support Committee.
- Establish and manage a list of tasks for committee members and Peer Supporters to undertake with regards to this initiative.
- Set meeting agenda, objectives, and record outcomes/actions.
- Facilitate meetings, including developing and enabling project participants opportunities to act as facilitators, note takers, time keepers or other identified roles.
- Follow up with project participants using a variety of communication tools.
- Plan expenditures and submit expenditure requisitions within the Peer Housing Support Project budget. Expenditures include:
  - Peer Support wages
  - meeting and event expenditures
  - incentives and compensation to project participants
  - administrative costs.
- Submit monthly expenditure reports.
- Prepare progress reports on an as-needed basis.
- Prepare grant applications on an as-needed basis.

## EDUCATION, TRAINING & EXPERIENCE

- Degree, diploma or formal coursework in Social Work, Community Development, Nursing, or related disciplines.
- Project Management experience.
- Training, facilitation, meeting leadership skills.
- Experience working with people who have experienced homelessness and who may be faced with multiple barriers.
- Working knowledge of Microsoft Office Suite.
- Working knowledge of homelessness and street issues.

### HOW TO APPLY:

Please submit your cover letter and resume in a single document attachment by email to: [Admin@victoriahomelessness.ca](mailto:Admin@victoriahomelessness.ca). The subject line of the email must show PHS Coordinator and name of applicant.

By end of day: **January 5, 2018**