

CONTRACT OPPORTUNITY



Job Title: Peer Housing Support Project Coordinator

LOCATION: Victoria, BC
CONTRACT VALUE: Up to a maximum of \$19,000
PER HOUR RATE: \$25 per hour
TERM: Temporary, to March 31, 2018
ANTICIPATED START: 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 will focus on the development and piloting of a program offering one-to-one peer mentorship, where a Peer (an individual who is newly housed through one of our partner organizations and who is also seeking support) is connected with a trained Peer Supporter (an individual who has experienced homelessness and has transitioned successfully from homelessness to housing). Connecting with people of shared experience has been shown to foster hope, maintain less of a power imbalance, and provide 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 lead the development of a Peer Housing Support Program and oversee the pilot phase of peer service delivery. 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, modification and implementation the Peer Housing Support Program. This process will engage people who have lived experience of homelessness.

This project is expected to require up to an average of 23 hours per week starting as soon as possible through to March 31, 2018.

1. Project Coordination: 60%
2. Document Preparation: 20%
3. Administration Activities: 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 two Peer Supporters.

Specific Accountabilities / Deliverables

Phase I Deliverables (August 1, 2017 – November 31, 2017 or earlier):

- Short report of existing peer support offerings in Greater Victoria.
- Develop Peer Housing Support Project Program Framework.
- Prepare Training Manual for Peer Housing Support Service Delivery.
- Liaise with partner agencies to identify 2 - 3 pilot project opportunities.
- Draft agreement with partner agencies to implement Peer Housing Support Project Phase II.
- Prepare short narrative report to funder on the completion of Phase I.

Phase II Deliverables (December 1 or earlier – March 31, 2018):

- Prepare postings for 3 Peer Supporters.
- Hire 3 Peer Supporters and train the cohort.
- Launch 2 - 3 pilot sites where Peer Supporters are offering service for approximately 3.5 hours per week.
- Prepare report to funder on the progress of Phase II.

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

- Supervise and support the Peer Supporters.
- 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.

Please submit your cover letter and resume in a single document attachment by email to:

Admin@victoriahomelessness.ca

By end of day: **July 12, 2017**

The subject line of the email must show PHS Coordinator and name of applicant.