

Reaching Home Program Coordinator—Métis Capital Housing Corporation

Locations: Edmonton

Positions : 1

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 2009** to provide **affordable, adequate and suitable** housing to moderate-income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, together with our sister organization Métis Urban Housing Corporation, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

The Regional Housing Resource Worker (RHRW) will assist Métis citizens and MCHC clients with their housing needs as well as assist with building community strengths and provide tools for success. We believe no one should face difficult times alone. Our Housing Resource Worker will help clients on their journey to a successful, healthy, and stable lifestyle.

For more information about Métis Capital Housing and it's sister organization Métis Urban Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

As the Reaching Home Program Coordinator with MCHC, you will perform a variety of skills to support Métis citizens who are, or are on the verge of becoming homeless. The Reaching Home Program is a community-based initiative aiming to prevent and reduce homelessness. The program allows for immediate interventions and long-term solutions to address homelessness in Métis communities. The Reaching Home Program is for all Métis Albertans.

KEY RESPONSIBILITIES

Working under the supervision of the Director of Programs the program coordinator will perform the following job duties, including but not limited to:

- Assist with planning and coordination of the Reaching Home Program and its activities.
- Monitor implementation of program guidelines and practices.
- Receive, sort and log program applications, request missing documents, and process application for approvals.
- Prepare documentation required to process various payments for the approved applications.
- Prepare and maintain the RHP log sheet.
- Prepare file folders for each applicant and organize, file and scan all documents including emails.
- Assist the Director of Programs with preparation of monthly reports and various presentations, as required.
- Facilitate positive relations between the program team, other departments within the organization, and all other involved parties.
- Update and maintain databases such as mailing lists, contact lists, and client information.
- Answer, screen, and forward any incoming phone calls and emails providing information on the Reaching Home program.
- Prepare correspondence for applicants and clients.

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QUALIFICATIONS

Education

- Post-secondary education ins business office management
- Minimum of 2 years related experience or equivalent combination of education and relevant work experience.

Knowledge, skills, and abilities

- Provide exceptional customer service.
- Possess ability to address client’s concerns and inquiries during stressful situations.
- The ability to develop a knowledge of the Métis Housing policies, procedures, and programs.
- Knowledge of Indigenous culture, barriers, and challenges.
- Proficiency with computer programs such as MS Office (Word, Excel, PowerPoint), MS Outlook, and the internet.
- Proficiency with office equipment such as computers, voice mail, fax, scanner, and photocopier.

WORKING CONDITIONS

Works in an office environment, usually a standard work week, some overtime and travel may be required.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.