



POSITION TITLE:	VOLUNTARY TRUSTEE CASE MANAGER
LOCATION:	BARRIE
REPORTS TO:	PROGRAM MANAGER
JOB TYPE:	MONDAY TO FRIDAY, SOME EVENING AND WEEKENDS
CLOSING DATE:	WHEN FILLED

The Busby Centre is a community not-for-profit organization working from a non-judgmental approach to advocate for, and improve conditions, for individuals and families within the County of Simcoe, and South Georgian Bay, who are experiencing homelessness or at imminent risk.

THE POSITION

This voluntary program is part of an Initiative to help individuals and households exiting homelessness and/or at imminent risk of eviction to stabilize in safe, permanent housing, improve their financial stability and enhance quality of life. The Voluntary Trustee Case Manager will provide case management supports along with money management and trustee services to 30 individuals within the city of Barrie. This role will work from a participant-centred and harm reduction perspective, working collaboratively with participants and other service providers in participant's circle of care to identify and achieve participants' self-determined goals. The Voluntary Trustee will assist participants to create plans that will help prevent future eviction and homelessness through housing assessment, stabilization, goal planning, and linkages to community services. Trustee Case Managers are responsible for administering the daily accounting and financial management of the Trusteeship program.

RESPONSIBILITIES & DUTIES

- Conduct intake and assessment interviews with participants referred through community partner or through self referral
- Provide voluntary trusteeship and financial counselling for program participants including assisting with applications for appropriate benefits and entitlements from OW, ODSP, pensions, etc. Assist participants with access to income and financial management as required
- Provide one-to-one assistance, case management and life skills education which includes detailed assessment, and working collaboratively with other service providers to support planning and advocacy on relevant health issues, substance use, financial, employment, housing, legal, identification and social supports
- Work with participants to identify and achieve goals related to substance use, housing, and health as identified by individual service users
- Maintain ongoing support in the community including office visits and home visits as necessary



- Monitor property issues (rent payment, health and safety, housing standards) and liaise with landlords as required
- Provide advocacy and mediation for housing retention at Landlord and Tenant Board hearings
- Connect participants with supports in the community that will help them achieve and maintain stability
- Participate in active team case management meetings
- Maintain accurate case management records and complete reporting as required by Funders and Manager
- Complete evaluation and feedback surveys with participants
- Intervene and de-escalate crisis situations
- Demonstrate a strong commitment to quality care and service based on ACSA's mission and values

QUALIFICATIONS

- B.A./B.S.W. plus 2 years' experience in human services, preferably as a case manager or a combined equivalent of education and experience
- Experience, alignment, and commitment to harm reduction
- Experience supporting individuals who have experienced homelessness and/or mental health and addictions
- Skilled in assessment, counselling, crisis intervention and prevention, conflict resolution and negotiation skills
- Excellent written and oral communication skills
- Proficient with MS office
- Familiarity with Pirouette and administration of the OCASI database would be an asset
- Strong professional judgement and initiative with ability to work independently and as part of a team
- Self-directed, organized and demonstrated supportive team member abilities
- A valid Ontario class "G" Driver's License and a vehicle is required for this position
- A current police check is required for this position
- Ability to work some evenings and weekends

We thank all applicants for their interest in the position. However, only shortlisted applicants will be contacted for an interview. **NO PHONE CALLS PLEASE**

Job Types: Fixed term contract, Full-time. Monday to Friday with some evenings and weekends

Starting salary: Starting at \$20.50/hour, negotiable depending on experience

TO APPLY: Please visit indeed.ca to apply or email your cover letter, resume and references to careers@busbycentre.ca