

**HAS AN OPENING FOR THE POSITION OF  
HOUSING COMMUNITY SUPPORT WORKER – Internal and  
External Posting**

**(1.00 FTE – 37.5 HRS/WEEK)**

**LOCATION: Fort Frances, Ontario**

**Salary Range: \$30.98-\$35.92/hour**

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**Position Summary:**

Under the direction of the CMHAFF Community Services Team Co-Leads, the Housing Community Support Worker oversees the operation of all housing provided by the CMHAFF. The Housing Community Support Worker will act as a liaison with other housing providers or agencies pertaining to rent subsidies through the Ontario Ministry of Health. The Housing Community Support Worker performs a continuum of functions including: building relationships with landlords, client and system advocacy, case management, crisis support, program development, program promotion and unit procurement.

**Essential Duties:**

- Provides outreach services, builds therapeutic relationships, develops support plans with clients, advocates systemically for clients, case management, life skills teaching, symptom management, supportive counseling, family support and crisis intervention.
- Identifies drafts and maintains housing protocols required by the CMHAFF, Ontario Health, and other relevant parties while maintaining legislative requirements.
- Is knowledgeable and accountable for ensuring tenant and landlord agreements are in place, up to date and adhered to according to approved criteria.
- Develops goal focused support and case plans based on assessment of clients as appropriate and requested by the client, family members, and other services providers.
- Works in a manner that preserves, maintains and respects privacy and confidentiality of client and staff information.
- Responsible for knowing and meeting all health and safety requirements to ensure a healthy and safe workplace.
- Completes required documentation in a timely manner and in accordance with prescribed agency, Ministry and legal standards.

**Qualifications:**

- A degree in a regulated health or social services discipline preferred. At minimum 2 year related diploma.
- One to three years experience working with target population.
- Working knowledge of the Residential Tenancies Act, 2006 and the Ontario Human Rights Code.
- Thorough knowledge of Health, social services and justice programs.
- Competent in risk assessment, addiction screening and the ability to de-escalate threatening behaviours.
- Working knowledge of community services and program resources.
- Strong written and verbal communication skills.
- Strong computer and presentation skills.
- Strong organizational and time management skills.
- Ability to work individually and as a team member.
- Ability to liaise with clients, family members, professionals and agencies of varying ideologies.
- Valid driver's license and access to a vehicle, agency prescribed auto insurance, valid first aid/CPR certificate.
- Current Vulnerable Sector Criminal Record Check.

Qualified applicants are asked to submit a resume and cover letter outlining their experience to:

Selection Committee  
Canadian Mental Health Association, Fort Frances Branch  
P.O. Box 446

Fort Frances, Ontario P9A 3M8

Fax: (807) 274-2473

Email: [tsinclair@cmhaff.ca](mailto:tsinclair@cmhaff.ca)

**Position posting will remain open until filled.  
Only those applicants selected for interview will be contacted.**

CMHAFF offers a comprehensive benefits package including membership in the Healthcare of Ontario Pension Plan (HOOPP), starting vacation entitlement of 165 hours per year, competitive health, dental, Life, LTD, and excellent work-life culture.

CMHAFF welcomes applications from individuals with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.