



Houselink Community Homes is a leader in the field of supportive housing and recovery for people living with Mental Illness. We have the following opening for individuals interested in joining our progressive workplace:

## **Community Worker: Supportive Employment One Year Contract Internal/External Posting**

### **General Responsibilities:**

The Community Worker: Supportive Employment staff is responsible for the screening, training, and overseeing participant workers in the Supportive Employment Program. The staff is responsible for facilitating a range of opportunities for participants to develop working skills and completing all administrative tasks connected with the participant employment program. In addition, coordinating the work of participants through liaison with the maintenance coordinators and support staff. As well as, making work assessments including the provision of estimates if necessary, developing and expanding employment opportunities for participant workers. The staff will be responsible for ordering and maintaining an inventory of supplies, distribution of supplies; ensuring tools and equipment are in good working order; and working within an annualized budget. Providing emotional and practical assistance to participant workers, including liaising with the program employer. Where it is applicable, will liaison with ODSP and OW on behalf of participants. As well as, incorporating health and safety practices into all work routines.

### **Skill Knowledge and Ability Required:**

The position requires an individual who has:

- An understanding of employment issues faced by psychiatric survivors and the ability to promote positive interaction within a mental health recovery framework
- Strong organizational, administrative and computer skills
- Advanced cleaning, janitorial, general maintenance and landscaping skills.
- Experience in facilitation, skills in facilitating training and experience working with marginalized people
- Ability to set limits and provide direction to program participants and groups of participants
- Ability to deal with conflicts among tenants and groups of participant workers and respond to complaints
- Skills in budget monitoring
- Knowledge of Occupational Health and Safety Practices.
- Ability to work independently and as part of a team.
- Experience in electronic record keeping, and file maintenance
- Driver's license and access to an appropriately insured car or van.

Hourly rate is \$25.04/hour. This is a bargaining unit position and is governed by the terms of the Collective Agreement. Please note that the regular work schedule for this position will includes some evenings.

If you are interested in applying for this position and meet the requirements set out above, please send a cover letter and a current resume, Quoting File # CWSE -2020 by **August 5, 2020** by 5:00 to:

**Houselink Community Homes, Hiring Committee  
805 Bloor Street West, Toronto, ON. M6G 1L8**

**Or by email to: [info@houselink.on.ca](mailto:info@houselink.on.ca)**

Houselink has an equity hiring policy and is committed providing an inclusive selection process. Applications are encouraged from people with lived experience of mental health challenges and other equity seeking groups. Houselink will provide accommodation, upon request, to ensure a fair and equitable process.

***Job offers are contingent upon the successful completion of a Criminal Records Check. Houselink is committed to the hiring of staff with lived experience with mental health challenges. Therefore, the information obtained from the criminal records check will be used only for determining whether the applicant represents any potential harm to our service participants.***