



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

## **JOB DESCRIPTION**

The Prince George Native Friendship Centre (PGNFC) delivers programs and services through a lens of reconciliation, as we have been doing since the inception of the PGNFC for the past 50+ years. A key component of this journey is ensuring the voices of each person is heard and included in our trauma informed and culturally dynamic approach; this perspective is critical to reconciliation. We respect and honour people's stories as they share their experiences, perspectives, and beliefs in the direction we are taking as an organization; we view this as a strengths-based process, where we build upon the multitude and diversity of existing strengths.

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<b>Job Title:</b>	Homeless Prevention Worker
<b>Program:</b>	HOP and AHOP
<b>Department:</b>	Supportive Housing
<b>Reporting to:</b>	Coordinator

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## **SCOPE OF POSITION**

The Homeless Prevention Worker will provide services to adults that are homeless or at risk of being homeless with rental and utility (hydro/fortis) subsidies. This position requires an individual with knowledge of health and social determinants, specific to our community.

**DUTIES** (Include the following, however, other duties may be assigned as required)

- Provide assistance to any person identified as chronically homeless person with rent and utility subsidies.
- Keep informed of their needs, current progress, plans of care and ensure all documentation, reading and reporting is updated and communicated daily.
- Through research and assessment in determining a plan for increased inter-dependence.
- Fulfill administrative responsibilities for clients by completing appropriate documentation and duties, relevant to their participation in programs.
- Ensure each client signs the Client Consent Form and the Client Rights Form
- Ensure confidentiality and security is maintained at all times.
- Research and utilize community resources as per client needs.
- Keep accurate daily recordings, logging and tracking in client files, staff communication logs, client support logs etc.
- Be knowledgeable on landlord and tenants rights and by-laws.
- Advocate on behalf of clients in landlord/tenant disputes.
- Gain knowledge, build trusts and relationships with street involved persons to seek out those who have been street entrenched for long periods of time.
- Provide a safe, friendly and confidential environment for clients who need to talk about issues they are facing or concerns that they have.
- Refer clients to other services within the community such as programs offered at the PGNFC.
- Assist clients to identify and explore financial barriers and removal of them.
- Supporting and advocating for client centered issues.
- Coordinating with internal/external community resources.

*"Power of Friendship"*

- Backfill for Life Skills Workers, as required.
- Other duties, as required.

**OTHER DUTIES:**

- Ensure equal access and support to other PGNFC programs to fulfill educational, social and recreational needs.
- Participate in outside training and/or in-service, as approved by direct supervisor.
- Attend all appropriate PGNFC meetings, including staff meetings;
- Participate in other PGNFC activities as directed.
- Other duties, as required.

**Qualifications:**

- A minimum of 2 years of related experience.
- Completion of Diploma, or a combination of education and experience will be considered.
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment.
- Strong administrative and computer skills, including database.
- Ability to maintain accurate records and filing systems.
- Awareness of community services, resources, and systems.
- Experience in working with Aboriginal groups/communities in a cultural context.
- Certification: First Aid, Class 4 Driver's License, Therapeutic Crisis Intervention, Suicide Intervention, and Food Safe.
- Ability to undergo a successful criminal record search.
- Must have experience of various community resources, services and systems or have awareness of how various community resources, services and systems can assist adults in need.
- Demonstrate the ability to use initiative and function independently. Candidates must be able to work well as a member of a professional team and to identify with policies and procedures of the agency.
- Knowledgeable on landlord and tenants rights and by-laws.
- May encounter verbally abusive, aggressive and/or agitated individuals, and the ability to deal courteously, firmly, tactfully and diplomatically.
- Strong knowledge of and experience with professionalism and ethics with community members that face multiple barriers.
- A thorough appreciation, awareness, working experience and sensitivity of Indigenous history and culture, as well as a thorough understanding of the complexities of working with diverse populations.
- Ability to work flexible hours providing service including evenings and weekends.

Revised August 4, 2023