



July 17, 2023

Job Posting #: 06-2023_NCOH

INTERNAL & EXTERNAL JOB POSTING
NELSON COMMITTEE ON HOMELESSNESS (NCOH)
POSITION: COMMUNITY COORDINATOR – NCOH
TEMPORARY PART TIME (21 TO 24 HRS/WEEK)
Location: 205 Hall St., Nelson, BC

Job Summary: The Nelson Committee on Homelessness (NCOH) is community-based organization working to address homelessness in Nelson. This position works to develop and foster community collaboration on the issue of homelessness in Nelson, BC and support the NCOH Community Advisory Board (CAB) to meet contractual obligations and other funding opportunities to support service sustainability.

This is a temporary part-time (21 to 24 hours per week), non-benefitted position ending March 31, 2024, with possible contract extension up to 4 years.

Duties and Responsibilities:

Support to CAB:

- Follow work plan and timelines as per the Service Canada - Reaching Home contract.
- Maintain all relevant records on behalf of NCOH at the Nelson CARES Society office.
- Coordinate and run monthly NCOH-CAB meetings.
- Maintain a working knowledge of the current Reaching Home Community Plan (2019-2024).
- As directed by CAB, review relevant community issues that impact Nelson's homelessness population.
- Identify new sources of funding for homelessness initiatives and facilitate the application process.

Data, Research and Communication:

- Research, prepare and disseminate Annual Report Card on Homelessness in Nelson.
- Develop media messaging for the Report Card release and act as the key spokespeople for the annual launch. This may include press conferences; media interviews and public presentations.
- Complete required quarterly activity reports to Service Canada and Nelson CARES Society.
- Support data collection and reporting of sub-project, including Coordinated Access.
- Review and present approaches/best practices for addressing the needs of specific homeless and at-risk populations.

Community Partnerships and CAB Membership:

1. Maintain, strengthen and/or develop partnerships between diverse community stakeholders. Targeted stakeholders include, but are not limited to:

- Indigenous individuals/organizations
- City of Nelson- elected officials and staff
- Seniors' housing representatives/organizations
- Social Service Agencies and Provincial Ministries (e.g., MSDPR, MCFD)
- Local employment services (e.g., KCDS, CMHA)
- Homeless and at-risk individuals
- Service Clubs
- Chamber of Commerce
- Law enforcement and corrections

Job Skills and Abilities:

- Ability to establish good working relationships with individuals with diverse abilities and backgrounds including those who are/ have experienced homelessness.
- Knowledge of allied community and government resources and understanding of issues homelessness and housing.
- Ability to coordinate meetings/events where large numbers of diverse people are involved.
- Ability to work independently with minimal direction, to take initiative, to organize, prioritize and meet deadlines.
- Ability to create budgets and be accountable for funds.
- Proven research and report writing skills.
- Excellent written and oral communication and interpersonal skills.
- Sets priorities, develops a work schedule, monitor progress towards goals, and tracks details, data, information, and activities.
- Highly skilled in data base management and superior computer skills; experience with HIFIS (Housing Individuals and Families Information System) will be an asset.
- Strong organizational, analytical, and problem-solving skills with attention to detail.
- Understand the impacts of colonisation and other injustices and one's own social location and power in relation to all of the project's stakeholders, including those with lived expertise of homelessness. Following the principle of 'nothing about us, without us'.
- Understands and puts into practice Housing First and Harm Reduction principles.

Qualifications:

Education, Training and Experience:

Minimum undergraduate degree in human service field plus a minimum of two years related experience or equivalent background and experience. **Background/experience in data collection and research is an essential asset.**

Specific Job Qualifications:

1. Satisfactory Criminal Record Check
2. Valid BC Drivers Licence and access to reliable vehicle.

Start Date : **ASAP**
Number of Hours Per Week : **21 to 24 hours per week**
Hours & Days of Work : **Monday – Friday / Hours to be determined**
Compensation : **\$28.30/hour (JES Wage Grid 12)**
Application Deadline : **Ongoing until filled**

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

Human Resources Coordinator

Email: recruitment@nelsoncares.ca

(Please quote position and job posting number on subject line)

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.