Title: Program Outreach Manager

Location: Vancouver, BC

**Summary**

The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing (TH) and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members.

More information about the organization can be found at http://www.aboriginalmothercentre.ca/ .

**The Role**

We are seeking an energetic, resourceful, and experienced individual to join our organization in the role of **Program Outreach Manager**. This position is responsible for providing front line case management to staff who work with homeless clients; with focus on securing and maintaining housing. An understanding of Aboriginal Homelessness issues and challenges is imperative in this role.

The incumbent works both independently and collaboratively with the AMCS team to provide exceptional client support and management. The Program Outreach manager will create strong networks to link homelessness clients to supports and resources needed to prevent homelessness, housing search, budgeting, but provide supports and resources needed to ensure housing is maintained over time.

We are seeking an individual with the ability to maintain and share up-to-date knowledge of Aboriginal-focused programs and services. Further, a knowledge of Non-Housing First Model and Principles through the Service Canada funding stream focusing on solving chronic and episodic homelessness is essential.

This is a very special opportunity to play an important role in supporting the progress Aboriginal people are achieving by working on wellness and providing homes for the most vulnerable among us: Aboriginal men, women and children and community.

**Education and Knowledge**

* Completion of post-secondary education in Social Work or equivalent training and experience.
* An understanding of Aboriginal Homelessness issues facing people in the Metro Vancouver area.
* Must have excellent knowledge of Aboriginal cultural customs and traditions; must be culturally competent.

**Experience**

* Experience working with Aboriginal focused community based housing programs and services with multiple funders and program areas.

**Qualifications**

* Class 5 driver’s license with a clear driving abstract.
* A criminal record check clearance letter.
* First Aid certificate
* Good working knowledge of computers. Commitment to ongoing learning and professional development. In-depth working experience of Microsoft Office, including Word, Excel, PowerPoint and Outlook.

**Abilities**

* Excellent communication, planning and facilitation, coaching, strong mediation problem-solving skills and intervention skills.
* Ability to work independently and within a team environment.
* Ability to handle stressful client issues.
* Strong case management skills, strong case conference skills, able to financially manage client supports issued for housing purposes.
* Excellent oral and written communication skills, ability to speak and write clearly, concisely and effectively.

*Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers in all aspects of Aboriginal Mother Centre Society duties.*

Job Type: Full-time 37.5 hours per week

Job Location: Vancouver, BC

Compensation: to be determined upon hiring

*Note: As per section 41 of the Constitution Act, preference will be given to persons of Aboriginal ancestry; please identify on your cover letter*

We thank all applicants for their interest. Please, no phone calls.