

Overview of the Outreach Worker/Housing Manager Position

The primary permanent Outreach/Housing Manager position is not a typical 9 – 5 job. Hours may vary, depending on house vacancy rates, time of year, recruitment availability, and your time management skills to name a few. This 1.0 FTE position is to be recognized with oversight of 5 Houses (25 beds). Every day is different! Some months may be busier than others. This position requires someone who is **self-directed** and able to work independently. It also offers a certain degree of **autonomy**.

The **Outreach Worker** component of this position can be divided into these sections:

1. Recruitment – mostly completed on the phone once you have met some of your referral agents.
2. Recording and reporting – performed either from the office or your own home.
3. Screening and interviewing – locations in Regina mutually convenient for the client and you – mostly at our office.
4. Orientation – introduction of new Member to current Membership at the House.

This aspect of the position is usually conducted during a normal work week. Scheduling duties to coincide with community needs is important, but there is a degree of flexibility.

The **Housing Manager** component of this position can be divided into these broad sections:

1. Attending weekly meetings at each of the Houses. Before or after the meeting, an inspection of the House and its condition is completed and reported to Members.
2. Encourage, monitor and advise House Members as required by text, phone or in person.
3. Assist (but not enable) House Members to find employment and/or education.
4. Administer drug tests and/or urine screens as necessary.
5. Keep accurate records of the progress of individuals during their stay at OHS.
6. Keep in contact with the Executive Director of current affairs of OHS.
7. Provide presentations and effectively interact with the community.

Some late afternoon or early evening time is required – for inspections, meetings and consultation times with Members. Being on call every second weekend is necessary. (Rarely is it necessary to attend Houses during weekends but being accessible by phone is important. Other than a situation that requires immediate action, deferring until after the weekend is the norm.)

This is a salaried employee position with deductions of EI and CPP. Annual salary increases are contingent on job review performance. WCB payments are made by OHS. Phone and in-town travel expenses are provided.

FOUR weeks' vacation will be provided after the first year of service. Scheduling of this time must be coordinated with the Executive Director.

A combination of on-site training and orientation by the Executive Director and staff will be available to provide support until a comfort level is attained.