

Employment Opportunity

Punjabi Community Health Services

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| <p>Job Title: CASP Coordinator</p> | <p>Date Posted: April 25th, 2024</p> | <p>Reports to: Director of Community Development</p> <p>Position Type: 1 FTE, Full Time Contract ending December 31, 2024</p> |
| <p>Job Posting # Job Posting #CASP-005/2024-25</p> | <p>Date Closed: May 9th, 2024</p> | |

About Organization:

Punjabi Community Health Services (PCHS) is a pioneering, nonprofit, charitable organization serving the diverse populations of Brampton for 33 years. Our services incorporate addiction support, mental health assistance, geriatric care, health promotion, domestic violence intervention, parenting support, settlement services, and programs for women, children, and youth. PCHS is renowned for its innovative community development efforts and Integrated Holistic Service Delivery Model. We hold accreditation from the Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada, and we are sensitive to the 2SLGBTQ community.

About Program:

Community Agency Subsidy Program (CASP) is funded by the Region of Peel and aims improve access to housing supports, prevent homelessness and better meet people where they feel most comfortable receiving help. The goal of this new program is to partner with community agencies, who do not typically receive housing funding from Peel or other sources but support diverse clients with housing needs. The new partnerships will enable Housing Services to expand its reach and advance its equity and inclusion goals, while also building the capacity of the non-profit sector in Peel.

About Position:

This position will work closely with the coordinators in the Sahara Support Services program to determine which clients are eligible and would qualify for housing allowance. The CASP Coordinator will assess a clients eligibility based on criteria outlined by the Region of Peel and will be responsible for collecting and maintaining all documentation for the clients. In addition to determining which clients receive a housing allowance the CASP Coordinator will work with clients to develop a plan to ensure they remain housed, this includes but is not limited to providing information and resources and connecting individuals with wrap around supports.

Qualifications and skills required:

- College diploma or University Degree. Preferred degree in human services field
- Preferred 2-3 years experience in intake and coordination
- Solid working knowledge of resources available to clients at imminent risk of becoming homeless
- Knowledge of OW, ODSP and other benefits

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- Knowledge of application processes for OW, ODSP and other benefits
- Knowledge of community services and supports in the Region of Peel
- Enthusiastic problem solver, grounded in positive conflict resolution and goal setting practice
- Proficient computer skills including MS Office and Outlook
- Ability to work with vulnerable populations
- Consistent commitment to professional development
- Strong interpersonal skills, be able to work independently and within a team
- Strong verbal and written communication skills including presentation skills and the ability to communicate information to a variety of stakeholders effectively
- Excellent computer skills with advanced proficiency in Microsoft Office
- Familiarity with Cloud technology and SharePoint will be an asset

Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged.

Key Responsibilities:

- Support clients in the Sahara Support Services program and other PCHS programs with accessing housing allowance
- Determine client's eligibility for housing allowance
- Invite, encourage, and support self-advocacy of clients' housing needs
- Encourage clients to identify and work towards employment, educational and vocational goals
- Provide resources for supportive counselling, life skills coaching, pre-employment coaching and appropriate referrals to enable clients to achieve their goal to secure housing
- Referring clients to long term support, as needed
- Establishing a follow-up plan for clients
- Attending and actively participating in team meetings and other client-related meetings and program meetings as required
- Maintaining appropriate record-keeping/documentation and client files, statistical and outcome measurement tools as required by PCHS policies and procedures
- Participating on agency and community committees and workgroups
- Working effectively and collaboratively with program teams, internal and external to PCHS
- Other related duties as assigned

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 37.5 hours per week
(Some evenings and weekends work is required)

Position to commence: As soon as possible.

Please submit your resume to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting # CASP-005/2024-25** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups.

We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com