



Housing Co-ordinator

The Dam Youth Drop-in – Housing Program

Objective: to reduce homelessness among teens aged 13 to 19 living primarily in the Meadowvale, Streetsville and Erin Mills area, who are currently homeless, inadequately housed or at substantial risk of being on the street in the immediate future through prevention, intervention and community resources.

Project Specific Responsibilities:

- Recruit host families for emergency, short-term and long-term placements.
- Provide host families with on-going training and support.
- Develop a resource list of available family and youth counselling and support services to be accessed by youth in crisis and their families.
- Develop relationships with youth in drop-in programs and identify homeless youth.
- Develop and implement a youth intake interview procedure
- Place youth with the appropriate host family.
- Provide on-going, one-on-one mentoring for youth in the project.
- Support and encourage co-workers in the fulfilment of their duties and responsibilities.
- Provide informal counselling on an individual or group basis as required.
- Participate as an active member in The Peel Coalition for Shelter.
- Seek out opportunities to network and work with youth serving agencies, churches and other groups who can bring a benefit to the youth of the drop-in community.
- Provide a voice for the youth of the drop-in to the larger community.
- Not just provide referrals, but provide the support and encouragement that is necessary to help youth make effective use of those referrals.

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Non-Project Specific Responsibilities:

- Attend and participate in weekly staff meetings and supervisory meetings. (Responsible to the Executive Director)
- Participate in the administrative workings of the drop-in as needed.
- Meet regularly with mentors in order to maintain emotional and spiritual health - once a week with a peer mentor and once every two weeks with a spiritual mentor and a psychological mentor.
- Attend conferences, training workshops and related courses for professional development as required.

Qualifications:

The Housing Coordinator needs to have successfully completed a college or university program in a youth related field. Some volunteer and/or work experience in a similar type environment is also a priority. Experience working on the issue of homelessness and housing especially with youth would be a definite asset. Must be able to work independently and as part of a team.

...in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect... 1 Peter 3:15

This Youth Outreach Worker Job Description was originally published on the web on September 10, 1997