

## John Howard Society of Manitoba Inc. Job Posting

*The John Howard Society is a not-for-profit organization with approximately 30 employees covered under a single collective agreement.*

**Position:** Housing Coordinator

**Position Status:** 0.6 (22.5 hours/ week) – 2-year term from the date of hire.

**Employment Type:** Unionized

**Position Salary:** \$26.65 /hr

**Hours:** 0.6 - 22.6 hrs to be completed between Monday – Friday (8:30 am – 4:30 pm)

**Benefits:** Generous benefits package after the successful completion of six months of employment

**Tentative Start Date:** ASAP

### POSITION SUMMARY – Housing Coordinator

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*Reporting to the Executive Director, the Housing Coordinator helps participants in programs at the John Howard Society of Manitoba (JHSM) find and secure adequate, safe, and affordable housing. JHSM works with adults in conflict with the law before, during, and after incarceration, focusing on the root causes of crime and successful reintegration into the community. The Housing Coordinator supports individuals in navigating housing options, applying for housing benefits, and overcoming barriers related to justice involvement, poverty, and social stigma. The position also acts as a liaison with Employment and Income Assistance (EIA) caseworkers and other systems to help residents stabilize their housing and build a foundation for long-term success.*

### MINIMUM REQUIREMENTS - Education and Experience

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- *Must be 18 years of age or older.*
- *High School Diploma required; post-secondary education in social services, community development, criminal justice, or a related field is an asset.*
- *Experience working in social services, housing support, corrections, or community-based programs.*
- *Knowledge of issues impacting people in conflict with the law (e.g., stigma, criminal records, addictions, mental health, poverty, homelessness).*
- *Familiarity with Manitoba housing and income-support systems (e.g., EIA, Rent Assist, Manitoba Housing, non-profit and co-op housing).*
- *Strong working knowledge of Microsoft Office applications including Word, Excel, and Outlook.*
- *Strong written and verbal communication skills.*
- *Ability to work independently with minimal supervision and as part of an interdisciplinary team.*
- *Ability to maintain confidentiality, use sound judgment, and establish professional boundaries.*
- *Must be available for occasional work outside standard hours (evenings/weekends) depending on resident/program needs.*



## REQUIRED ATTRIBUTES

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- Knowledge of Indigenous cultures and traditions, and an awareness of the impact of colonialism, racism, and systemic barriers on Indigenous peoples.
- Understanding of trauma-informed and harm-reduction approaches when working with individuals facing addictions, mental health challenges, and housing instability.
- Ability to build trusting, non-judgmental relationships with individuals who may have complex histories (e.g., incarceration, homelessness, family breakdown).
- Strong advocacy skills and comfort working with government systems and community agencies on behalf of participants.
- Strong problem-solving and crisis-management skills.
- Organized, detail-oriented, and able to manage multiple participants and tasks at once.
- A strong understanding of the factors that perpetuate chronic homelessness in Winnipeg.

## POSITION BENEFITS

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- The Employer contributes to benefits, including medical, dental, vision, life insurance, and pension.

## DUTIES AND RESPONSIBILITIES – Housing Support & Resident Services

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- Work with individuals to identify housing needs and goals.
- Assist individuals in finding and securing adequate, affordable housing, including, supporting individuals to view units, communicate with landlords (when required), and understanding tenant rights and responsibilities.
- Help individuals apply for housing benefits and financial supports, including, EIA and Rent Assist, free tax clinics, and other available housing or income supports where appropriate.
- Act as a liaison with EIA caseworkers, helping participants prepare for meetings, understanding document requirements and follow up on decisions and changes affecting housing.
- Support individuals to develop basic housing stability skills, such as understanding leases, budgeting for rent and utilities, and planning for move-in or relocation.
- Assist with applications to Manitoba Housing or non-profit/co-op housing providers, provide direction in private market housing searches
- Collaborate with internal caseworkers, program staff, Elders, and external partners to ensure housing plans align with residents' broader reintegration and healing goals

## DUTIES AND RESPONSIBILITIES - Coordination, Partnerships & Advocacy

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- Build and maintain relationships with landlords, housing providers, and community housing agencies to increase safe and appropriate housing options for JHSM residents.
- Work collaboratively with community partners that offer related services (e.g., addictions support, mental health services, cultural supports, employment services) to support holistic reintegration.
- Advocate on behalf of residents who experience discrimination or barriers related to criminal records, poverty, or past housing history, while balancing community safety and program expectations.
- Communicate relevant housing-related concerns to appropriate JHSM staff while respecting role boundaries and not engaging in residence enforcement or monitoring activities.

- *Participate in internal case conferences and case-planning meetings to provide housing-related input and updates.*
- *Share housing-related information, trends, and barriers with JHSM leadership to inform program development, policy, and advocacy efforts.*

## **DUTIES AND RESPONSIBILITIES - Administration**

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- *Maintain accurate, timely, and confidential records of all resident's contacts, housing plans, applications, and outcomes, in line with JHSM policies.*
- *Track key information such as number of residents served, housing placements, tenancy durations, and common barriers to housing.*
- *Provide regular updates or reports to the Executive Director (or designate) as required (e.g., monthly summaries, outcome reports for funders).*
- *Contribute to evaluation activities for the housing coordination role (e.g., surveys, focus groups, data collection) to help improve services and demonstrate impact.*
- *Follow all JHSM policies and procedures, including those relating to privacy, safety, critical incidents, and cultural respect,*

## **OUR COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT**

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*The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.*

*We encourage all applicants to apply, especially candidates who identify as First Nations, Indigenous, Inuit or Metis, visible minorities or persons with disabilities who meet the required qualifications.*

**Members of these communities are encouraged to self-declare in their cover letter or resume.**

**Please email your cover letter and resume to Matt Sciangula at**

**[msciangula@hrmatters.ca](mailto:msciangula@hrmatters.ca)**