

## Job Posting - Housing & Employment Worker

closes Monday 3 Jan 2022 5:00 pm PDT

### Position Overview:

The Housing & Employment Worker works to fulfill the mandate of Kinbrace's Housing and Employment Programs. This role will help newly arrived refugee claimants transition from homelessness into safe and secure permanent housing in BC's Lower Mainland, as well as help Kinbrace further develop and run the Employment program to help refugee claimants gain meaningful employment and increase their economic resilience.

### About Kinbrace:

The Kinbrace community welcomes refugee claimants with housing, education, and support. Located in Vancouver, BC, Kinbrace contributes to the welcome of refugee claimants across Canada.

Kinbrace's dream for each refugee claimant is a world of welcome, a community of belonging, and a life of opportunity.

The Kinbrace community is rooted in the Christian tradition, drawing its inspiration from the ancient summons to

- welcome as we would want to be welcomed
- trust the stranger
- engage opportunities for personal, systemic, and cultural transformation
- celebrate the gift of life we share, and
- be attentive to the mystery and love of God.

We respond to these summons with humility and generosity, hand-in-hand with diverse others, together expressing values and action that lead to justice and dignity with and for those seeking refuge and protection.

Learn more at [www.kinbrace.ca](http://www.kinbrace.ca)

### Position Terms:

- 9-month contract (paternity leave cover)
- 40 hours per week
- \$25.50/hr
- Three-month mutual discernment for fit after hiring
- Comprehensive benefits package after discernment period
- Start date: Jan 17, 2022

### Reports to:

- Director of Operations

### Supervises:

- Housing & Employment Volunteers

### Location:

- Metro Vancouver, BC, Canada

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## Position Responsibilities

- Works in Kinbrace's Housing Program for Refugee Claimants
  - Receive and screen housing referrals from partner organizations
  - Meet, orient, and set expectations for refugee claimants in need of housing
  - Manage transitions in and out of Kinbrace's transitional housing
    - Manage tenancy agreements, intent to rent documents, and rental payments while claimants are living at Kinbrace
  - Work with refugee claimants to find safe, affordable and permanent housing
    - Work with refugee claimants to fill out housing applications to BC Housing and other subsidized housing providers
  - Establish refugee claimants in their new permanent housing
    - Help claimants move out of Kinbrace
    - Acquire furnishings
    - Set up utility accounts (BC Hydro, Fortis BC, etc)
  - Connect refugee claimants to key resources in their new communities
    - Enroll children in school
    - Introduce to local settlement services
    - Transfer welfare file to local office
  - Provide one year of relationship support between refugee claimants and their new landlord
  - Work to grow new permanent housing opportunities for refugee claimants
    - Actively initiate and grow relationships with permanent housing providers, both subsidized and market rate housing
  - Create and maintain relevant housing related resources for refugee claimants
    - Identify gaps in housing knowledge of refugee claimants
    - Research, create and maintain housing related resources to help fill the housing knowledge gaps of refugee claimants
  - Maintain detailed reporting on outcomes and indicators of the Housing Program
  - Organize and lead orientation tours of BC's Lower Mainland
- Works in Kinbrace's Employment Program for Refugee Claimants
  - Work to further develop, test, and refine Kinbrace's Employment Program
    - Further develop, test, and refine the Employment Program structure and processes
    - Further develop, test, and refine in-house employment resources
  - Work with refugee claimants to strengthen their economic resilience
    - Work with refugee claimants on their welfare applications
      - Support refugee claimants with filling out their monthly welfare reports
    - Work with refugee claimants to open a bank account
    - Work with refugee claimants to apply for their work permit and SIN
  - Work with refugee claimants to secure meaningful employment
    - Meet, orient, and set expectations for refugee claimants looking for employment
    - Work with refugee claimants to become employment ready

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- Work with them to create personal career map
- Support with building their resumes and cover letters
- Support with preparing for their job interviews
- Provide referrals and accompaniment to employment resources in the community
- Work to grow relationships with employers to introduce and advocate for refugee claimants
  - Actively initiate and grow relationships with employers
  - Inspire and advocate for refugee claimants with employers
  - Help employers to learn about the challenges and barriers faced by refugee claimants, as well as the benefits of hiring refugee claimants
- Volunteer Management
  - Train, check-in, and support housing and employment volunteers
- Complete other duties as assigned by the Director of Operations

### **Skills:**

#### *Candidate Qualifications*

- Exceptional communication skills (both written and orally, in English)
- Proficient in communicating with people who have limited English skills
- Comfortable communicating with people via an interpreter
- Second language an asset
- Experience in program development
- Strong networking and relationship building capacity
- Proficient with financial tasks (budgeting, processing rent)
- Possesses valid Class 5 BC driver's license
- Experience with driving moving trucks or willing to learn (Small/Medium size)
- Some flexibility in schedule (occasional weekends and evenings)
- Grounded in a personal community of support (i.e. Friends, Family, Faith group etc.) who can help the candidate process any stress or grief associated with engaging the realities of forced displacement.
- Comfortable with public speaking
- Knowledge of the refugee claim process an asset
- Physically able to help people move (i.e. lifting furniture)

#### *Candidate Attributes*

- Exemplifies, and actively lives into, the core values of Kinbrace: Welcome, Trust, Mutual Transformation, Celebration and Prayer
- Strong organizational skills and the ability to juggle multiple balls simultaneously
- Deep integrity and humility
- Loves working with people and meeting new people
- Strong team player
- Advocating spirit
- Attention to detail

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- Astute listener and exceptional people skills
- Patient
- Empathetic
- Pragmatic decision-maker and creative problem-solver
- Comfortable in interfaith settings
- Highly developed social intelligence
- Highly developed emotional intelligence
- Highly developed cultural intelligence

### Working Conditions / Environment:

- Requires travel to various locations in BC's Lower Mainland
- Flex desk space in the Kinbrace office
- Will require work on some evenings and weekends
- Attend, and lead on a rotating basis, weekly staff prayer practices
- Attend Tuesday Community Dinner (once monthly, at minimum. One evening per month is considered paid staff time)
- Cook the Tuesday Community Dinner main dish, approximately once every 2 months
- Lead the "welcome and announcements" at the Tuesday Community Dinner (as part of a rotating cycle, with the rest of the staff team)
- Attend yearly Thanksgiving dinner (the Saturday before Thanksgiving)
- Attend yearly Kinbrace camping trip (Friday - Sunday at end of June)
- Attend weekly staff meeting

### Interested in applying?

Apply with a cover letter and resume.

In your cover letter (maximum two pages), please:

- Reflect on Kinbrace's five Core Values ([www.kinbrace.ca/our-values/](http://www.kinbrace.ca/our-values/)).
  - Which core value resonates most with you and why?
  - Which core value feels distant or difficult for you to pursue and why?
  - Briefly discuss why these two core values (the one most resonant and the one most distant to you) matter in the context of forced displacement.
- Describe why you are applying and how you see yourself being a good fit for this role.
- If you have any experience with people who have lived the refugee experience, we would love to hear about it.

Checklist for your application:

- Cover letter (as above)
- Your resume
- Send to [apply@kinbrace.ca](mailto:apply@kinbrace.ca)
  - In the subject line write: Your Name, Housing & Employment Worker Application

## **Job Posting - Housing & Employment Worker**

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Job posting closes at 5 pm (Pacific Time) Monday, Jan 3, 2022.

Three references will be requested if you are invited to the interview stage.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.