

Greater Moncton
Homelessness
Steering Committee



Comité Directeur
Des Sans-abri
Du Grand Moncton

Affordable Housing Specialist

Job Description

Position Title:	Affordable Housing Specialist
Position Type:	Full-time (37.5 hours/week), Contract
Reports to:	GMHSC Leadership Council
Location:	Greater Moncton Area, NB

POSITION SUMMARY:

The Greater Moncton Homelessness Steering Committee Leadership Council is committed to the implementation of **Coordinated Access** in Greater Moncton Area: a homeless-serving system in which all agencies, government departments and public systems are communicating, using common assessments, and actively referring homeless individuals to appropriate resources. Implementing this type of system, while challenging, is now seen as an essential component of ending homelessness. The Affordable Housing Specialist will join a passionate team of change-makers working toward this end in Greater Moncton Area. While not serving clients directly, this position will play a pivotal role in supporting the work of Greater Moncton Area's By-Name List (BNL), a real-time list of individuals who are experiencing homelessness that allows for prioritization and triage to services.

Working closely with the Coordinated Access team (HART), a variety of non-profits, and the New Brunswick Department of Social Development, the Affordable Housing Specialist will also engage private market landlords to identify apartments/rental units for people experiencing homelessness and work to expand the housing continuum in Greater Moncton Area.

OBJECTIVES:

The Affordable Housing Specialist will lead the By-Names List effort in Moncton. This includes ongoing participation on the HART Committee, the Built For Zero Team, managing the inflow of individuals experiencing homelessness onto the list, as well as increasing housing resources so that there can be more outflow from the list.

KEY RESPONSIBILITIES:

This position will ensure the below results:

Percentage of time dedicated to result 1	50%
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1. *The Greater Moncton Homeless Serving Sector is utilizing the By-Name List process to prioritize and house those facing homelessness by:*

- Developing a strong understanding of By-Name List and Coordinated Access Systems;
- Coordinating regular meetings of Moncton's HART Committee;
- Processing referrals to the BNL, adding individuals to the list and updating information on an ongoing basis;
- Developing and/or improving the systems currently in place that allow front line agency staff to get their clients onto the BNL;
- Coordinating and/or participating in related community meetings, committees and groups regarding housing and support services for people experiencing homelessness and/or significant barriers to stable housing;
- Promoting a greater understanding of the BNL within the homeless-serving sector and the general public;
- Creating a process to get important messages out to the public domain in a timely and continuous manner;
- Working with front line agencies to gather information and systemize into a cohesive "community" message;

Percentage of time dedicated to result 2	50%
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2. *Affordable housing units are available to clients on the BNL by:*

- Developing and maintaining an inventory of available apartment units within the City;
- Building relationships with private market landlords to identify housing opportunities for homeless individuals through the provincial Rent Supplement Program;
- Acting as the first point of contact for landlords and housing programs, providing information, education and creative problem-solving to address housing issues;
- Partnering with Housing Support programs to ensure those prioritized off the BNL are being successfully housed in a timely fashion;
- Maintaining a high level of diplomacy in communicating with landlords and community partners;
- Researching alternate options for tenancy such as week-to-week leases and head leasing;
- Researching affordable and supportive housing options within the Greater Moncton area and identifying gaps and/or areas for development;
- Serving as a linkage between community supports and services for ongoing support and facilitated eviction prevention and housing stability;

THIS POSITION IS NOT RESPONSIBLE FOR:

- Case management or any other direct support of clients;
- Apartment set-up/furnishing;
- The conduct or behavior of clients housed off the BNL;
- Doing direct intakes of clients;
- Managing budgets connected with the ByName List;
- Working in other communities in NB that are also facing issues of homelessness

STRUCTURE:

- This position formally reports to the GMHSC Leadership Council: a management body comprised of the representatives of the GMHSC membership, and who are elected by them;
- Regular check-ins with the Chair of the GMHSC Leadership Council, typically bi-weekly. Check-ins are meant to review progress from the previous two weeks, identify challenges or areas for improvement, and troubleshoot any issues.
- Day-to-day supervision and support will be provided by the Executive Director of the John Howard Society, who holds the contract with the Human Development Council.
- HR-related support (i.e., payroll) will be provided by the Executive Director of the John Howard Society of Southeastern New Brunswick Inc.

PHYSICAL AND SOCIAL WORK ENVIRONMENT:

The contract for the Affordable Housing Specialist is held by the John Howard Society of Southeastern New Brunswick Inc., located at 15 Flanders Court. A fully equipped office is available there. Opportunities to work remotely will be negotiated.