



KINNA-AWEYA LEGAL CLINIC
JOB OPPORTUNITY – 6 month contract
Housing Intake Support Worker

Reaching Home: Canada's Homelessness Strategy Eviction Prevention Project

Kinna-aweya Legal Clinic provides legal advice and assistance to residents of the District of Thunder Bay, particularly Indigenous people, who need assistance with poverty law issues. Through the Reaching Home: Canada's Homelessness Strategy *Eviction Prevention Project*, Kinna-aweya Legal Clinic is seeking a Housing Intake Support Worker to work with the Housing Social Navigator to assist tenants to prevent eviction.

PRIMARY JOB DUTIES:

- Assist Kinna-aweya Legal Clinic intake staff and Housing Social Navigator with housing intake matters
- Identify and prioritize matters for intake and assistance
- Collect information for the intake process
- Work with clients and community partners to access technology and other supports (transportation, etc)
- Share/post general tenant information via social media
- Make appropriate referrals
- Work with the Housing Social Navigator to deliver the project effectively
- Onboard and utilize the Homeless Individuals and Families Information System (HIFIS) as required by the funder
- Input information in databases – Clinic Information Management System (CIMS) and HIFIS
- Provide administrative support

QUALIFICATIONS:

- Post-secondary diploma in office administration or equivalent education and experience
- Demonstrated knowledge of housing issues and resources
- Ability to correctly apply intake policies and procedures
- Accurate information gathering skills
- Good listener with assertiveness
- Knowledge of digital technology and MS computer programs
- Excellent organizational skills
- Knowledge of community resources
- Indigenous cultural competency including knowledge of Anishnawbe practices and an understanding of the impacts of colonization and systemic oppression

Salary: Based on a salary of \$47,238 per annum, plus 5.5%

Interested candidates are asked to submit their resume and a cover letter to:

Kinna-aweya Legal Clinic
86 S. Cumberland Street, Thunder Bay, Ontario P7B 2V3
Fax (807) 345-2842

Email: johnsonci@lao.on.ca Required subject line: **Housing Intake Support Worker Application**

DEADLINE FOR APPLICATIONS: 5 p.m., Friday, September 3, 2021