



Transitional Housing Coordinator Job Posting

About Us

The Nourish and Develop Foundation (TNDF) is a non-profit organization located out of Cannington, Ontario. We connect people to nourishing food and supportive resources, empowering the community to come together to develop lasting change.

If you're seeking fulfilling employment within a dynamic and supportive team and are passionate about housing (in)security, we're eager to connect with you!

Position Summary

The Transitional Housing Coordinator, under the supervision of the Program & Partnership Director, plays a key role in supporting program participants towards achieving permanent housing. Working closely with the Social Services Case Manager, the Transitional Housing Coordinator is responsible for housing-specific components of the program from start to finish.

Position Start

ASAP

Compensation

\$22-24/hr

Perks

- Flexible hours
- Lieu time
- Casual dress
- Free food every week through our Mobile Food Market and Community Kitchen
- Comprehensive health benefits, vacation days and sick days
- Professional development and team building opportunities
- A positive and nurturing organizational culture

Hours and Location

This position is a full time (37.5 hr/wk), one-year contract. Standard office hours are Monday – Friday from 9:00AM – 4:00PM, however occasional evening and/or weekend hours/shifts will be required for this role, with advance notice given. There is no remote work or hybrid work option available for this position.

This position is based in Cannington ON.



Essential Duties Include (but are not limited to):

Transitional Housing Program

- Conduct weekly check-ins with transitional housing program participants.
- Draft and manage documents including progress reports, notices of program end dates, termination letters, etc.
- Conduct intake interviews in partnership with the Case Manager.
- Manage Transitional Housing Program applications and waitlists.
- Develop the housing component of case planning (credit reports, budgets and savings, rental landscape, etc.), in partnership with the Case Manager.
- Support participants with housing searches including, but not limited to:
 - Attending viewings
 - Assisting with rental applications
 - Assisting with applying to waitlists
 - Providing supporting documentation for participants
 - Landlord scripts
- Ensure compliance with housing-related program requirements.
- Ensure file management, reporting, and record keeping are conducted accurately.
- Track and monitor Transitional Housing participants' arrears and payment plans.
- Conduct regular inspections of the Transitional Housing units.
- Liaise with housing-related partners (landlords, shelter organizations, etc.)
- Provide general support to the Social Services team, as needed.

General Duties

- Provide general support for the TNDF team, as needed.
- Actively participate in staff meetings, team trainings, and TNDF community events (i.e., Night Market, fundraisers, etc.).
- Offer support to and communicate often with other staff members.
- Perform other related errands and duties as required.

Qualifications & Experience

- 2-5 years of experience in a human service setting, with preference for shelter and/or transitional housing experience.
- Degree or diploma in a relevant field of study.
- Proficient knowledge of income support programs (OW, ODSP, CPP, etc.) and social housing principles an asset.
- Strong understanding of residential tenancies and rental application processes.
- Conflict resolution/crisis intervention training an asset.
- Exceptional communication (written and verbal), and interpersonal skills.
- Highly organized and strong attention to detail.



- Strong problem-solving and time management skills.
- Ability to work independently and as part of a team.
- Experienced ability to maintain strong boundaries in professional interactions and decision-making, ensuring adherence to organizational policies.
- Strong capacity to adapt to changing circumstances and demands, remaining flexible to a dynamic work environment.
- Valid driver's license and reliable access to a vehicle.
- Demonstrated competence of MS Office Suite (Outlook, Word, Excel, PowerPoint), and CRM software.
- Please note that the successful applicant will be required to obtain a Vulnerable Sector Check. TNDF will cover the cost of this.

Equal Opportunity

The Nourish and Develop Foundation is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, sex, sexual orientation, age, disability status, or any other applicable characteristics as mentioned in the Employment Equity Act.

Applying

To apply please [click here](#) or drop off your application in person at 16 York St, Cannington before Friday May 17th at 4PM.

While all applications are appreciated, only those who are selected for an interview will be contacted.