



Systems Navigator

Temporary Full-Time (Contract)
Union Position, \$26.72/hour
May 31, 2018 – March 31, 2019

The Calgary Women's Emergency Shelter is looking for an individual that believes change is possible, and will thrive in an environment that nurtures families impacted by violence and abuse. Working in a culture of respect and trust together we will build healthy families in our community. We strive to be leaders in our field and believe together we can make a difference.

The Calgary Women's Emergency Shelter is a 24 hour, 7 day a week facility. The hours for this position are Monday to Friday, 35 hours per week, with alternating evening and daytime work.

Duties and Responsibilities

Reporting to the Manager of Shelter Services the Systems Navigator is responsible for two main areas related to assisting clients in the shelter and community teams navigate external systems around resources and referrals and facilitating the in-kind donations of basic need items and toys within the Shelter. Main duties and responsibilities include:

Systems Navigation

- Maintaining the following essential services currently accessible within the shelter through partnerships: housing support, Income support, educational support, financial institutions, cultural connections and community supporters.
- Identifying new and relevant basic needs programs within Calgary that will enhance support to residential and community clients.
- Building collaborative and effective relationships with the program stakeholders in order to create pathways for clients to access the programs.
- Acting as a resource to counsellors on new community programs, changes to programs (how to access, eligibility, etc.).
- Acting as focal point for system navigation.

Basic Need Items

- Facilitating the organizing, stocking and managing of inventory of the donation and toy rooms.
- Leading, organizing and implementing the distribution of gift-in-kind at the shelter.

Qualifications

- Bachelor Degree in Human Services, Social Services or similar.
- A minimum of two to three years' previous experience in the areas of homelessness, community engagement, community resource/referral and accessibility.
- Experience managing volunteers.
- Proven collaboration with community partners and knowledge of community resources available within Calgary and surrounding area.
- Strong communication skills (oral and written) in English with the ability to represent the Calgary Women's Emergency Shelter with professionalism and excellence. A second language is an asset.
- Ability to work in a fast paced environment and adapt to changing circumstances & priorities.
- Strong computer, planning and organizational skills.

Other Information

- A flexible work schedule is essential with a willingness to work evenings and weekends when required.
- A criminal records search and an intervention record check are conditions of employment.
- In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

TO APPLY: Please submit your resume and cover letter via Reachire <http://reachire.ca/index.php>.

CLOSE DATE: Review of applications begins on **May 22, 2018**. The position will remain open until filled.

The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.

We thank all candidates for their interest, only those selected for an interview will be contacted.

We regret that we are unable to accept telephone inquiries.