

**Position:** HomeShare Coordinator - Contract  
**Reporting to:** Manager of Residential Services  
**Posting Date:** May 9, 2018  
**Start Date:** May 28, 2018  
**Hours of Work:** 16 hours per week, flexible schedule; evenings/weekends included  
**Salary:** \$22.84 per hour

**Position Summary:**

To facilitate the matching process for women who are 55 years of age or older who would benefit from support to remain in their home, and women who are in need of lower income housing options. The HomeShare Coordinator will work collaboratively with an Advisory Committee that consists of community partners who work with the vulnerably housed population in Northumberland County. The HomeShare Coordinator demonstrates a commitment to the provision of excellent client services and contributes to a respectful and productive work environment. This is a pilot project. The contract will begin on May 28, 2018 and end on December 31, 2018.

Upon request Cornerstone will provide reasonable accommodation for disabilities to support participation of candidates in all aspects of the recruitment process.

**Qualifications:**

- Comprehensive understanding of issues related to family violence and women's homelessness including a solid knowledge of the links between violence, trauma, addictions and mental health
- Diploma or degree preferred in related field of study
- Minimum of 5 years' experience in related field
- Proven ability to respond to complex needs of clients and comprehensive intervention strategies
- Proficient conflict resolution skills
- Relevant knowledge of local community and social service agencies
- Superior organizational skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Sound knowledge of relevant legislation
- Strong analytical/critical thinking skills and sound judgement
- Ability to work independently and as part of an interdisciplinary team
- Current First Aid/CPR certification

The Job Description for this position is available on our website at:

[www.cornerstonenorthumberland.ca](http://www.cornerstonenorthumberland.ca).

If you are interested in the above contract position, please forward cover letter and resume by 12:00 noon on May 23, 2018 to Christina Colacicco at:

[CColacicco@cornerstonenorthumberland.ca](mailto:CColacicco@cornerstonenorthumberland.ca).

Only applicants being considered for an interview will be contacted. No follow up telephone calls or emails please.

## ***Job Description***

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### **HOMESHARE COORDINATOR**

**Reporting To:** Manager of Residential Services

**Location:** 40 Swayne St.  
Cobourg, Ontario

#### **Purpose of the Position**

Under the direct supervision of the Manager of Residential Services, the HomeShare Coordinator is responsible for facilitating the matching process for women who are 55 years or older who have spare living spaces in their home and would benefit from shared household responsibilities, with women who are in need of safe and affordable housing options. The HomeShare Coordinator will work collaboratively with an Advisory Committee that consists of community partners who work with the vulnerably housed population in Northumberland County. The HomeShare Coordinator demonstrates a commitment to the provision of excellent client services and contributes to a respectful and productive work environment.

#### **Summary of Duties and Responsibilities**

##### **1. Program Delivery**

- Will administer the steps of the matching process and provide support and mediation throughout the matching period
- The steps of the matching process include:
  - Responding to inquiries
  - Conducting phone screenings
  - Distributing and Receiving applications (both Homeowners and Homesharers)
  - Interviewing applicants
  - Facilitating assessment tool(s)
  - Completing an in-person home safety site check
  - Reviewing background checks and references
  - Matching compatible Homeowners and Homesharers
  - Coordinating trial matches
  - Working collaboratively with Homeowners and Homesharers to determine the components of the match agreement
  - Providing on-going support to those in matches and mediate any issues that may arise
- Work collaboratively with Advisory Committee members to assist in the development, monitoring, and evaluation of the program
- Supporting the evaluation of the program

## 2. Administration

- Collect and maintain accurate service statistics
- Maintain professional and accurate documentation
- Write letters and reports as required
- Respect the confidentiality of client files, subject to legal and policy parameters
- Attend relevant staff and team meetings
- Contribute to maintaining security, fire and health and safety standards

## 3. Community Relations

- Promote the HomeShare Program in writing and speaking with stakeholders and community groups
- Collaborate with community agencies

## 4. Other

- Perform other duties as assigned
- The nature of the position requires that the employee have a valid driver's license and unlimited access to a vehicle

### **Effort To Meet These Responsibilities**

- That diplomacy and tactfulness be used at all times
- That schedules/deadlines are met as needed
- That emergency/crisis situations are managed with clear and swift decisions
- Extensive travel will be required
- Position requires flexibility in work schedule including evenings and weekends to accommodate clients' schedules
- The use of office machines/equipment including a variety of computer programs
- Good time management skills
- Ensure that work performance and behaviour is compliant with the Ontario Health and Safety Act
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission Statement of Cornerstone Family Violence Prevention Centre

### **Working Conditions**

The clients and the nature of Cornerstone programs present exposure to:

- Infectious diseases
- Verbally and physically aggressive/abusive behaviour from clients
- Possible threat from resident partners

The physical nature of Cornerstone provides:

- Busy, sometimes noisy environment
- Shared office space
- Shared program space
- Limited personal space

### **Skills and Knowledge Required**

- Comprehensive understanding of issues related to family violence and women's homelessness including a solid knowledge of the links between violence, trauma, addictions and mental health
- Diploma or degree preferred in related field of study
- Minimum of 5 years' experience in related field
- Proven ability to respond to complex needs of clients and comprehensive intervention strategies
- Relevant knowledge of local community and social service agencies
- Superior organizational skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Sound knowledge of relevant legislation
- Strong analytical/critical thinking skills and sound judgment
- Ability to work independently and as part of an interdisciplinary team