



**YMCA of  
Hamilton | Burlington | Brantford**

## **Settlement Specialist Housing Supports**

YMCA Employment & Immigrant Services  
25 Main Street West  
Hamilton, ON L8P 1H1

**Starting Salary: \$40,000 – 50,000 per year**

**Position Status:** Full-time Contract (until March 31, 2024)

**Placement:** Immediate

### **Nature & Scope**

As a branch of the YMCA of Hamilton/Burlington/Brantford, the YMCA Employment and Immigrant Services branch delivers Employment Services, Youth Initiatives, Literacy and Basic Skills, Summer and Employment Experience Programs, Youth Outreach and Immigrant Settlement Programs.

The YMCA is looking to connect Ukrainians fleeing the war with temporary and permanent accommodations. This may include arranging hotel stays, host homes and connections to permanent rental accommodations in Hamilton and surrounding area.

### **Responsibilities**

- Provide friendly, timely and professional customer service
- Provide first point of contact for families/individuals interested in becoming a host home.
- Conduct screening procedures to ensure host home is a safe and welcoming place for a new family. This includes but is not limited to assessing applications, collecting CRC's, conducting interviews and home visits.
- Provide orientation and training to host homes who have been approved to provide temporary accommodations to new families.
- Matching Ukrainians with appropriate host homes – taking into account the needs of the newcomer family to ensure safety and security
- Monitor match to ensure it is a good fit and to negotiate any conflicts or issues with host and new family
- Assist Ukrainian family with finding permanent housing
- Make referrals to settlement and employment programs

## **Apply Now**

If you are interested in this position, please submit your letter of application and resume by **August 17, 2022**, attention:

**Jody Williams**  
**Program Manager**  
[jody.williams@ymcahbb.ca](mailto:jody.williams@ymcahbb.ca)

**We thank all applicants, however, only those considered for an interview will be contacted.**

## **Accessibility:**

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Act (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



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- Foster and participates in community partnerships, initiatives, and outreach activities to facilitate greater community engagement and understanding in serving the needs of newcomer clients
- Maintain accurate, up-to-date client files and documentation in OCMS client database

### Qualifications

- Ability to read, write and speak fluently in English
- Post-secondary degree or diploma in the social service field and/or education or equivalent education and work experience
- Minimum 1 year experience in providing housing services
- Strong computer skills
- Excellent written, interview and assessment skills
- Good interpersonal, presentation and negotiation skills
- Strong organizational skills and ability to effectively prioritize responsibilities
- Ability to work in an efficient manner both independently and as part of a team
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Ability to speak Ukraine or Russian an asset
- Must provide a current Criminal Record and Judicial Matters Check as per the Association's policy
- **If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption.**

### Competencies:

#### Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

#### Teamwork

Actively builds teams and encourages open relationships for maximum organizational effectiveness.

#### Relationship building and collaboration

Builds positive interactions both internally and externally to achieve work related goals.

## Why Work for the YMCA?

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At the YMCA of Hamilton/Burlington/Brantford, in addition to fair wages, we offer a complimentary general membership with additional options for family participation. A comprehensive benefits program is also available to employees including a competitive and robust pension program. YMCA Employees enjoy a generous vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education. Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.



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### **Planning/Organizing**

Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long term work goals

### **Communication**

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

### **Internal Applicants:**

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

## **Organizational Overview:**

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth, and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Belonging, Caring, Honesty, Respect and Responsibility as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire



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