



Trenton Military Family Resource Centre (MFRC)

Internal and External Job Posting

POSITION: Housing Resource Specialist

TYPE OF EMPLOYMENT: **Special Project**
Temporary Position (3 to 6 months with possible extension)

RESPONSIBLE TO: Program Manager

Our Mission

To promote and facilitate community-based services that enrich, strengthen, and enhance the quality of life for our military families.

Our Vision

Where every military family feels welcome and supported.

General Position Overview

The Housing Resource Specialist will require a thorough understanding of the unique and demanding challenges faced by Canadian Armed Forces families trying to secure housing in the local community. The Housing Resource Specialist will be responsible for establishing a strong network of housing and financial resources to develop referral relationships within the military and local community.

Covid-19 vaccinations are mandatory as per Trenton MFRC policies.

Hours of Work

Hours of work are 37.5 hours per week and the hours of work are structured based on the needs of the Trenton MFRC and may include evening and weekend work as required.

Start Date: To be discussed.

Qualifications and Competencies

The Housing Resource Specialist;

- a post-secondary degree/diploma in Human Services (degree preferred) or a related field from a recognized University/ College;
- proven experience in the development, research and implementation of new programs and services;
- minimum of two (2) years of experience working within a community-based organization, or social service agency;
- minimum of two (2) years) experience providing information and referral service;
- extensive experience collaborating with community partners in developing and accessing supports and resources for clients;
- have an exceptional understanding of the unique military life-style issues facing CAF and Veteran their families;
- have an thorough understanding of MFRC, Military and community organizations and resources, as they relate to housing, to appropriately provide referrals to services and supports for CAF and Veteran Families;
- be fluent in oral and written English, fluency in French would be an asset;
- have a high degree of interpersonal and communication skills;
- have the ability to manage change and work effectively in a multi-disciplinary environment;
- be proficient in various computer applications and have the ability to adapt to new applications as they become available;
- have an approved criminal reference check and vulnerable sector screen.

If interested and qualified, please submit your resume and cover letter to Kelly Briggs, Program Manager at Kelly.b@trentonmfr.ca. no later than July 8th, 2022.