



1430 Main Street East
Hamilton ON L8K 1C3

T 905.529.0454
TF 866.529.0454
F 905.529.0355

JOB POSTING

Apartment Support Worker

Woodstock, Ontario

Closing date for applications: June 15, 2018

Start date: July 2018

Our Mission: Indwell is a Christian charity that creates affordable housing communities that support people seeking health, wellness and belonging.

Position Description: Working in Indwell's supported affordable housing, the Apartment Support worker provides supports that help people maintain health and housing.

Hours of Work: Part time, approximately 20 hours per week, including evening and weekend hours as scheduled.

Duties for this position include:

- Providing direct and indirect support to individuals.
- Helping individuals connect to community resources and supports.
- Reinforcing individuals' life skills, spirituality, and social and community skills.
- Planning and facilitating programs.
- Supporting volunteers.
- Assisting with admission and orientation of new tenants.
- Rent collection and other landlord responsibilities.
- Supporting individuals to achieve their goals while encouraging independence and recovery.
- Maintaining a safe and healthy environment.

Skills: The successful candidate should demonstrate a warm, sensitive and caring approach, the ability to work independently, be flexible, organized, responsible, and take initiative. Must have strong problem solving skills, be able to maintain good interpersonal relationships and have a genuine interest in supporting people living with mental illness. A knowledge of local community resources and support systems and landlord-tenant relations is beneficial.

Education/Experience: Bachelor's degree or equivalent, and related experience.

Remuneration: \$17.00 – 18.40 per hour wage based on education and experience.

To apply: Please send cover letter, résumé and completed application (found on website) to Rudy Essegern, Human Resources Manager. Email: [ressegern\(at\)indwell.ca](mailto:ressegern(at)indwell.ca). Alternatively, you can fax all

three pieces to 905-529-0355. We thank all applicants; however, only applicants that are being considered will be contacted.

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.