



JOB POSTING

Tenant Advisor

CONTRACT POSITION

West Broadway Community Organization (WBCO)

Job Title: Tenant Advisor

Hiring Organization: WBCO is a not-for-profit organization that coordinates social and economic revitalization efforts in Winnipeg's West Broadway neighbourhood.

Job Description: The Tenant Advisor will offer regular drop-in hours four days per week, providing information on tenancy rights and assisting tenants through processes to enact their rights. The Tenant Advisor will oversee the provision of other resources, including community computers available for housing searches, printing and scanning, and bed bug treatment/prevention supplies. The position will place emphasis on supporting tenants through self-directed advocacy plans. When third-party involvement is needed, the Advisor will provide resource referrals to supports and services.

Contract Details: \$18 per hour, 32 hours per week, one year contract with possibility of extension. The Tenant Advisor will work no more than 8 hours per day; occasional evening/weekend work may be required. Comprehensive health and dental benefits package, paid vacation, and paid sick time. Ideal start date is as soon as possible.

Responsibilities

- Provide tenancy advice, supports, and resource referral to West Broadway residents.
- Inform and support tenants navigating systems related to their tenancy, such as Residential Tenancy Branch, Employment and Income Assistance, Manitoba Hydro, 311.
- Build an effective work plan including intake process, keeping statistics, program evaluation, and assessing local needs.
- Disseminate information on tenancy rights throughout West Broadway.
- Collaborate on initiatives with other members of the WBCO Housing Department.
- Collaborate on initiatives with West Broadway-based partner agencies and housing workers.

Skills and Qualifications

(Previously gained through lived experience, volunteer work, or professional work)

- Ability to work from a person-centred, harm-reduction model.
- Proven ability to be a highly organized and self-directed worker.
- Excellent written and verbal communication.
- Ease in collaborating with diverse populations (for example, diversity in spoken languages, housing tenure, age, family composition, abilities).
- Experience navigating systems.
- Awareness of issues facing tenants.
- Familiarity with tracking outcomes and reporting.

- Experience with service provision in low-income neighbourhoods.

**To apply, please email a resume and cover letter to:
Stefan Hodges at tenants@westbroadway.mb.ca**

In your cover letter please describe how your experience, skills, and interests align with the Tenant Advisor position. WBCO is an equal opportunity employer and strives for a fair, cooperative, respectful, and safe work environment that protects and promotes human rights and affirms the dignity of all persons. WBCO is committed to the principle of equitable access to employment and welcomes applications from all backgrounds. We encourage you to self-identify in your cover letter if you are a tenant in the inner city of Winnipeg and/or identify as a member of an equity-seeking group.

Applications must be received by **February 7, 2022, at 8:00PM.**