



Sacajawea Non-Profit Housing  
370 Main St. East Suite #200  
Hamilton, ON  
L8N 1J6

## Job Posting

**Job Title:** Tenant Liaison  
**Salary:** Negotiable (based on knowledge and experience)  
**Start Date:** Tentative

### **DUTIES AND RESPONSIBILITIES:**

Under the direction of the Executive Director, the Tenant Liaison will provide:

- a) The tenant Liaison is an integral component to development and long-term sustainability of a new approach to the reduction and elimination of homeless Indigenous people in the Hamilton community
- b) Provide access to community services in such areas as life skills, social skills development, parenting, child care, education/training/employment opportunities and budgeting skills.
- c) The tenant Liaison will support and advocate for Sacajawea's tenants, while providing front line service to tenant's related to housing needs and support; this includes but is not limited to.
  - Advocacy and direct support to tenants of Sacajawea
  - Assisting tenants with skills/support to keep tenancy
  - Linking with supports in the community
  - Forming partnerships within the community, with Indigenous and non-Indigenous agencies/organizations to enhance service provision for tenants

### **QUALIFICATIONS:**

- A degree or certificate in Social Work or equivalent.
- Two years experience working in areas of counseling Indigenous People.
- Knowledge of Residential Tenancy Legislation and Housing Related issues.
- Must possess strong public relations and counseling skills.
- Excellent oral and written communications skills and interpersonal skills.
- Familiar in Microsoft Word, Excel, Access computer software.
- Must be knowledgeable in Social Housing Programs.
- Possess a thorough knowledge and understanding of Indigenous People, their culture, history and traditions.
- Possess knowledge of the aspirations of Indigenous People.
- Must have a clear vulnerable sector screen

**QUALIFIED APPLICANTS SHOULD APPLY BY FORWARDING A RESUME,  
COVER LETTER AND TWO PROFESSIONAL REFERENCES TO:**

**[sacajawea@bellnet.ca](mailto:sacajawea@bellnet.ca) Attn: Melanie McAulay Executive Director**