



**PART-TIME EVICTION PREVENTION PEER WORKER
with the Social Development Centre Waterloo Region
funded by the United Way Waterloo Region Communities**



The Social Development Centre Waterloo Region is a learning organization that supports all voices in the creation of community-wide solutions and ensures that lived experience is the basis for collective action. Our vision is fair and equitable access to social, economic, and political life for everyone in the Region of Waterloo.

We are currently looking to hire an Eviction Prevention Peer Worker for Kitchener–Waterloo with lived experience of housing challenges and eviction. Eviction Prevention Waterloo Region is a peer-based eviction prevention program that provides holistic support to people at risk of or facing eviction, with a focus on those who are part of low-income, BIPOC, disabled, senior, immigrant, refugee, and/or 2SLGBTQ+ communities.

Application deadline: July 7, 2023

Start date: Mid-July, 2023

We are offering one initial five-month part-time contract with 25 hours per week at \$26.25 per hour to be filled as of mid-July until December 31, 2023. (The contract may be extended depending on funding). Public transportation costs and/or gas expenses to meet tenants, landlords, or community organizations in-person are covered.

Do you have these qualities and skills?

- Patience, flexibility, and assertiveness.
- Able to work independently and set your own schedule to meet deadlines.
- Able to work collaboratively as part of a team.
- Able to self-advocate and manage conflict.
- Time management, note-taking, data tracking, and organizational skills.
- Passionate about injustice, tenant rights, and helping people.

Are you able to perform these roles and responsibilities?

These administrative and operational tasks can be done from home or the office:

- Using Google Work Spaces (Google docs, spreadsheets, Google Meet, and Gmail).
- Developing independent work plans and weekly reporting on work activities.
- Collecting information, e.g., note-taking and data collection and tracking about households/tenants being supported for reports and research.
- Using the phone, Gmail, Zoom, and Google Meet to talk with tenants, landlords, landlord representatives, and social agencies to collect information and assist with eviction prevention and Landlord and Tenant Board hearings.

These field tasks can be done with precautions and protective measures (masks, sanitizers, etc.):

- In-person visits with tenants and/or landlords, e.g., to help tenants prepare for and attend Landlord and Tenant Board eviction hearings.



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- Posting of information and delivery of information materials in buildings, on public and community information boards, and in local organizations.
- In-person collaboration with other support organizations to provide information or ensure connections to interpreters, social agencies, and housing supports, including municipal Bylaw Enforcement and Waterloo Region Community Legal Services.

The qualifications required:

- Strong reading and writing skills.
- Fluent in English.
- Previous experience providing support to tenants in an employment or community or volunteer setting.
- Demonstrated advocacy experience and strong mediation and conflict resolution skills.
- Confidence working with emails, phone calls, text messaging, spreadsheets, Google Drive, and teleconferencing software (e.g., Zoom, Google Meets).

Priority consideration will be given to candidates who:

- Have knowledge of the Residential Tenancies Act, the eviction process, and the functioning of the Landlord and Tenant Board.
- Self-identify as BIPOC (Black, Indigenous, Persons of Colour), disabled, low-income, senior, and/or 2SLGBTQ+.
- Speak languages other than English.
- Have experience with community engagement in underserved and disinvested neighbourhoods.

We continue to maintain diverse, inclusive, and equitable hiring practices based on lived experience as a unique skill set.

Please email your resume and cover letter to michelle.knight@waterlooregion.org addressed to Michelle Knight.