



## Aboriginal Housing Management Association

## JOB POSTING – SUPPORTIVE HOUSING POLICY ANALYST

Please submit your application by **July 15, 2021, (12:00pm PST)** to: [jobs@ahma-bc.org](mailto:jobs@ahma-bc.org)

**About AHMA:**

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

To learn more about AHMA and what we do, please visit our website at: [www.ahma-bc.org](http://www.ahma-bc.org)

**Overview:**

Ha7lh skwáyel– Squamish for “Good morning/afternoon.”

AHMA provides leadership, technical and program support services to our housing partners. Key to the success of our member groups is their ability to govern effectively, build capacity and undertake operations in a manner that promotes and sustains safe, secure, affordable housing and related services in healthy communities.

The Supportive Housing Policy Analyst (SHPA) supports AHMA housing providers in the coordination and implementation of supportive housing programs and services through a harm reduction lens in efforts to address mental health needs and reduce homelessness and poverty in Indigenous communities. The SHPA works with Housing Providers through the integration of community harm reduction education and program initiatives that link to resources in order to overcome systemic challenges and promote responsiveness within the system to community needs. Accountability includes the development, planning, coordination and support, and evaluation of harm reduction programs and those that address homelessness, poverty and mental health.

**Who our team is looking for:**

For a full listing of the Supportive Housing Policy Analyst's key responsibilities and preferred knowledge, skills, and abilities, please see the full job posting on our website at [www.ahma-bc.org](http://www.ahma-bc.org).

**Education & Experience**

- Post-secondary education in Public Policy, Public Administration or related discipline
- Three (3) years related experience working with marginalized populations and community resources including program evaluation with a focus on facilitating integrated approaches to community health and well-being for vulnerable populations
- Experience as a policy analyst
- Experience working within an Indigenous community
- Strong understanding of Indigenous health, social, cultural and justice systems and issues

*Or an equivalent combination of education, training, and experience acceptable to the employer.*

**Critical Success Factor:**

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – Squamish for “We are thankful to you all.”



## Job Description

| Supportive Housing Policy Analyst         |  |
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| <b>Reports to:</b> Revitalization Manager | <b>Salary Range:</b> \$62,000 - \$72,000 |
|   | <b>Term:</b> Permanent, full-time        |
| <b>Location:</b> West Vancouver           | <b>Probationary Period:</b> Three Months |

### JOB SUMMARY:

Aboriginal Housing Management Association is responsible for the management of a full range of services for non-profit housing projects and programs under various agreements with the Aboriginal Housing Providers located throughout Province of BC. Services include providing instruction and direction in; property management, client support and health and homelessness programs, financial sustainability and capacity-building, governance, rent calculation, replacement reserve and capital planning, and tenant and maintenance management.

Key to the success of Provider groups is their ability to govern effectively, build capacity and undertake operations in a manner that promotes and sustains safe, secure, affordable housing in healthy communities.

The Supportive Housing Policy Analyst (SHPA) supports AHMA housing providers in the coordination and implementation of supportive housing programs and services through a harm reduction lens in efforts to address mental health needs and reduce homelessness and poverty in Indigenous communities. THE SHPA works with Housing Providers through the integration of community harm reduction education and program initiatives that link to resources in order to overcome systemic challenges and promote responsiveness within the system to community needs. Accountability includes the development, planning, coordination and support, and evaluation of harm reduction programs and those that address homelessness, poverty and mental health.

### RESPONSIBILITIES:

#### Supportive Housing Strategy

- Participates in strategic planning and contribute to the development of program guidelines, standards and procedures.
- Participates in policy analysis and research projects focused on harm reduction, mental health, poverty and homelessness.
- Gathers information from housing providers, policy, and research as well as other external stakeholders regarding structural challenges, opportunities, successes in Indigenous lives.



### Aboriginal Housing Management Association

- Works with the AHMA team to identify challenges, barriers, gaps, opportunities, successes, best practices that address Indigenous access to culturally significant and conventional approaches.
- Participates in regional and provincial committees, task groups and/or community initiatives.
- Liaises with municipal government representatives, law enforcement officials and other local leaders, peers and partners to promote collaboration on harm reduction, anti-poverty and homelessness efforts and local policy development.
- Works with the AHMA Operations team to increase and facilitate the understanding of system implications for the housing providers, and increases access to culture-based and conventional Life Cycle supports for housing providers.
- Conducts analysis on structural challenges, opportunities and successes and proposes actionable recommendations for advancement.
- Maintains and develops relationships with health and justice agencies to coordinate and improve approaches and responsiveness to housing providers and their communities.
- Participates on committees, government tables and working groups as directed.
- Prepares letters, reports, briefing notes, position papers, and so on

#### Community Development

- Interacts with and supports housing providers by applying understanding and knowledge of mental health and addiction, poverty and homelessness.
- Builds relationships facilitating linkages between all levels of the health, housing, and justice systems.
- Provides access to effective resources for housing providers.
- Integrates the knowledge from the experiences of the housing providers, AHMA project managers, the health and justice systems, and the work of other local, provincial and national agencies working in the field of harm reduction.
- Builds and maintains relationships within the health and justice network in BC, both Indigenous and non-Indigenous.

#### Advocacy, Training and Resource Development

- Identifies, creates access to, and facilitates opportunities for the development of, resources for the housing providers to support culture-based knowledge, practices, and initiatives related to harm reduction, mental health, poverty and homelessness.
- Acts as a resource to contracted agencies, community organizations and internal staff by providing expert advice on harm reduction, mental health, homelessness and anti-poverty strategies.
- Advocates for and promotes awareness of a wide-range of harm reduction, outreach and support programs and services.

#### REQUIRED QUALIFICATIONS

##### Education & Experience

- Post-secondary education in Public Policy, Public Administration or related discipline.



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- Three (3) years related experience working with marginalized populations and community resources including program evaluation with a focus on facilitating integrated approaches to community health and well-being for vulnerable populations.
- Experience as a policy analyst.
- Experience working within an Indigenous community.
- Strong understanding of Indigenous health, social, cultural and justice systems and issues.

#### Knowledge, Skills & Abilities

- Expertise in psychosocial rehabilitation, housing first, trauma informed care, and harm reduction principles.
- Good interpersonal skills; must display tact and diplomacy.
- Excellent written and oral communication skills.
- Ability to guide and train others patiently and effectively.
- Demonstrated strong analytical and problem-solving skills.
- Ability to make sound decisions based on an analysis of a range of issues and problems.
- Ability to summarize and explain complex program information and funding requirements.
- Ability to organize, coordinate and administer diverse community projects and programs
- Good knowledge of Indigenous systems and practices, programs, barriers, challenges and opportunities.
- Ability to investigate and solve problems creatively and within established regulations.
- Demonstrated initiative and ability to work independently with limited supervision.
- Demonstrated ability to organize and prioritize work and to maintain multiple priorities simultaneously.
- Ability to travel throughout BC and Valid BC driver's license required and reliable vehicle.

*\*Please note: AHMA may modify your duties and responsibilities subject to its operational requirements, and such modifications will not constitute a breach of the terms of your employment agreement.\**

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