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## **Akoma Family Support Worker Job Description**

Akoma Holdings Inc. (Akoma) is the manager of 320 acres which it is in the process of developing. Akoma has a vision to provide affordable housing for Black families within the surrounding communities of North and East Preston, Cherrybrook, Lake Loon and the Eastern Shore. In support of their vision Akoma started the first phase of its affordable housing development plan by building four, two-bedroom duplexes. The homes were built for Black Canadians with school aged children. The tenants are to be women of with dependent children or parents of dependent children. The tenants are those who have been experiencing a housing crisis.

Akoma is providing affordable housing for these tenants and realizes that there is a need to support the tenants successful transitioning from unsecure to stable housing. Akoma recognizes the need for wrap around support for their tenants. Therefore, a Family Support Worker is needed to support the transition of these families from shelters and unstable housing situations into new homes at Akoma's Fairfax Housing.

The Akoma Family Support Worker would be responsible for the following:

### **Requirements:**

- Experience working in the ANS community
- Excellent time management and organizational skills
- Knowledge of homelessness and its impact on individuals and families
- Excellent verbal and written communication skills
- Great problem-solving skills
- Excellent attention to details and organizational skills
- Knowledge of community programs and services serving individuals at risk of homelessness or experiencing homelessness
- An understanding of anti-racism and its impact on people of African descent.

## Responsibilities

- Represent Akoma in the community in an appropriate and responsible manner
- Establish an open and honest relationship with the individual families residing at the Fairfax Homes in order to form effective relationships and to gain trust
- Maintain positive working relations with government and community agencies
- Maintain professional, ethical boundaries at all times
- Able to adhere to a strict policy of confidentiality, code of conduct, policies and procedures
- Understand the use of authority in your position
- Assist tenants with the completion of required forms to enhance their life situation
- Ability to assist residents in identifying and solving the day-to-day problems involved in their successful reintegration into the community
- Attend in-house supervision meetings with tenants, as required and all team/staff meetings
- Develop, co-ordinate and/or participate in tenant in-house programming, as required
- Maintain an accurate filing system which will include individual resident documentation, case management notes
- Submit information sheets and incident reports as required
- Follow direction and perform other duties as required or deemed necessary by the Akoma Community Manager or designate
- Assess individual and family needs and identify resources, training or support services that may be of benefit to enhance the tenants stay at Fairfax Homes
- Assist residents, through ongoing support, in areas such as: crisis management, personal or family problems, education, literacy, employment, budget, life skills, recreation, spiritual and cultural activities.
- Assist residents to secure services appropriate to their needs or for public safety requirements such as, substance abuse services, income support, employment services, medical (including mental health) and dental services
- Seek out required resources, training or support services based on identified gaps
- Support the families who have school aged children in ensuring that they can be actively involved in the education of their children
- Assist tenants in understanding the requirements of the lease and tenant contract
- Effectively communicate with the Akoma Community Manager regarding potential programs and activities that could be developed and delivered for the benefit of the tenants
- Be part of a team that provides a safe and caring environment for African Nova Scotian families
- Actively work on ensuring that your practices and behaviour create a safe and caring environment
- Able to be flexible when meeting with the families
- Be supportive and non-judgemental
- Use an Africentric approach (the Black family is at the center of all decisions made)
- Proficiency in Microsoft Applications, including Internet Explorer, Word, Excel, Outlook
- Ability to understand the dynamics of a resident's behaviour and assess their needs and risks
- Ability to accurately and professionally document and maintain activity client interaction notes

## **Qualifications**

- Graduation from a recognized university/college with a degree/diploma in Sociology, Psychology, Social Work, Criminology, Corrections or Human Services, or relevant specialty or equivalency
- Previous experience working in a residential facility/shelter, or a similar environment is an asset.
- Child abuse registry check and criminal record check will be required. The employment offer is contingent on clear records.
- Valid driver's licence with access to a vehicle
- Ability to perform First Aid and/or CPR as required
- Adhere to Health, Fire, and other standards, as required by applicable legislations
- You will be expected to be able to manage your time and to produce accurate reports that will indicate steps taken to support the families at Fairfax Homes
- Knowledge of the Homelessness Individuals and Families Information System (HIFIS) is an asset.

## **Hours of Work**

35 hrs weekly – flexibility required

## **Salary**

\$24 per hour

## **Closing Date**

Friday September 24, 2024

Please send your cover letter and resume to Sunday Miller at: [smiller@akoma.ca](mailto:smiller@akoma.ca)

**This opportunity is designated to applicants that identify as African Nova Scotian or of African descent and must self-identify during the application process to be considered.** We thank all applicants for their interest, however, only those selected for an interview will be contacted.

September 6, 2024