



## Job Posting

### URGENTLY HIRING

**POSITION TITLE:** Housing Focused Shelter Case Manager  
**DEPARTMENT/PROGRAM:** Emergency Shelter & Social Service HUB  
**REPORTS TO:** Leadership Team  
**SUBMIT APPLICATION BY:** Internal/External - Application Deadline: July 10 2026

**PURPOSE:** Busby Centre provides safe, respectful, and welcoming overnight accommodation and daytime drop-in services, meals and access to housing focused supports to those experiencing or at-risk of experiencing homelessness and/or food insecurity in the communities of Barrie, Springwater, Midland and South Georgian Bay.

The Busby Centre is a community-based agency that believes in the Housing First philosophies and practices. We strive to improve the quality of life for people who are struggling with chronic homelessness, significant mental health issues and substance misuse. Our program provides individuals a place to stay, and staff support 24/7, along with a variety of on-site services to help people experiencing homelessness transition to housing and successfully stay housed.

We are currently seeking individuals to assist in the seamless functioning of our housing-focused programming throughout the duration of the operating day. We are hiring a ***Housing Focused Case Manager*** for shifts including days, evenings and overnight, including weekends. The position would work in our Emergency Shelter program and our Social Service HUB, in a supportive role to assist participants in feeling that they belong to and are engaged in the community.

**Please note: This is a PERMANENT contract, subject to yearly renewal based on employee performance and the availability of sufficient program funding. There is currently ONE (1) FULL-TIME position available.**

**LOCATION:** 88 Mulcaster Street, Barrie, Ontario

#### RESPONSIBILITIES:

- Brief Case Management, In-reach, and Data Management:
  - Assess admissibility of program participants through a diversion lens, while maintaining appropriate documentation and records.
  - Maintain and update daily records of participant interactions in a timely manner through HIFIS (Homeless Individuals and Families Identification Services).
- Site and Program Supervision within the team model:

- Oversee program operations, supervise volunteers, model Busby Centre policies/procedures and provide oversight to support staff for housing-focused activities/tasks in support of participants.
- Collaboration and Communication with Coworkers, Supervisor and Volunteers
  - Maintain open and appropriate communication with all staff, volunteers, and managers, and utilize available support and supervision, as necessary.
- Carry out daily cleaning routine and protocols:
  - Perform routine cleaning, laundry, and garbage duties daily, in adherence to proper health and safety protocols.

#### **OCCUPATIONAL HEALTH & SAFETY:**

All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others. All employees are expected to learn, understand, and adhere to the Busby Centre's health and safety policies and procedures and keep up to date on any changes, particularly as it relates to new/emerging information related to infection prevention and control.

#### **ACCOMMODATIONS:**

The Busby Centre is a progressive work environment committed to the principle of employment equity and respecting diversity. We are committed to providing equal opportunities for persons with disabilities. Accommodation is available at all stages of the recruitment process, at the candidate's request.

#### **QUALIFICATIONS:**

- Diploma or degree in social services related field along with relevant experience.
  - Willing to consider individuals in progress of obtaining the same.
- Excellent administrative skills including case management and computer use.
  - Experience using and working knowledge of HIFIS an asset.
- Lived experience of homelessness and/or experience working with homeless and/or marginalized individuals is an asset.
- Demonstrated competence to work with challenging behaviour and stressful situations and possess effective conflict and crisis management skills.
- Knowledge of current social issues related to homelessness, mental illness and substance use preferred.
- Excellent interpersonal, verbal, and written communication skills and ability to set effective personal boundaries with both clients and co-workers.
- Proven ability to problem-solve, multi-task and work both independently and as an effective team member.
- Certification or ability to become certified as soon as possible in NVCI (Non-Violent Crisis Intervention) and Level C First Aid and CPR, including working knowledge of AED is required.
- Vulnerable Sector Screening (Police Check) required.

**WAGE:** \$24.60 per hour (negotiable upon experience)

### **SCHEDULE/WORKING CONDITIONS:**

Contract, **starting as soon as possible**. The available positions may entail a flexible schedule, encompassing day, evening and night shifts or a combination of all, as well as weekday and weekend shifts. This position works in a direct capacity with vulnerable individuals experiencing a myriad of challenges.

### **COMPENSATION PACKAGE (AFTER 3 MONTHS):**

- Confidential Employee Assistance program (EAP) for you and for your immediate family
- Life insurance, long term disability, extended health and dental benefits;
- Employer paid vacation and sick time

### **HOW TO APPLY:**

Interested applicants are invited to submit a **resume and cover letter** outlining their interest and qualifications on Indeed or by emailing: [careers@busbycentre.ca](mailto:careers@busbycentre.ca) entering **Housing Focused Shelter Case Manager** in the subject line. The Busby Centre is committed to building an inclusive workplace. Applications from individuals with **lived experience, Indigenous peoples, racialized communities, and members of the 2SLGBTQ+ community** are encouraged. **We thank all those who apply for this position. However, only those applicants selected for an interview will be contacted.**

**DIVERSITY & INCULSION:** The Busby Centre is a progressive work environment committed to the principle of employment equity, to respecting diversity and to providing employees with a work environment free of discrimination and harassment. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs. The Busby Centre is committed to providing accommodation for persons with disabilities throughout the recruitment process. If you require any accommodation, please let us know prior to your interview.

**USING ARTIFICIAL INTELLIGENCE (AI):** Please note that your application and any related materials you provide may be processed, stored, reviewed, or otherwise used by systems in our recruitment selection process that may interact with AI tools. This includes any AI integrated functions that may be utilized by the job board through which you applied to.