



Homeless Prevention Program Coordinator

Date of Posting:	September 17, 2026
Closing Date:	September 24, 2026
Starting Date:	As soon as it is filled
Position Title:	Full-Time HPP Coordinator
Classification:	Integrated Program Coordinator 1 Grid Level 12, Step 2 – 4 (\$32.02 -\$35.52)
Reports To:	Manager of Housing
Work Location	Chimo Head Office
Hours of Work:	35 hours/week , Monday – Friday

Key Duties and Responsibilities:

- Supervise volunteer advocates.
- Assess clients' suitability to the program and clients' needs.
- Assist clients with personal goals, and connect them with secure, stable accommodation.
- Connect clients with community-based support services that address their immediate needs.
- Recognize potential crisis situations, analyze, and develop strategies for such situations.
- Help clients remain housed and live independently.
- Develop partnerships and liaise with other agencies, professionals, and the community.
- Build and maintain relationships with landlords and provide supports where appropriate.
- Maintain a case management system.
- Assist in program reporting, planning, development, and evaluation.
- Promote public awareness of the program, participate in community speaking engagements, and participate in community advisory tables.
- Perform other related duties, as directed by Supervisor.
- Meeting clients in the community (Richmond, Ladner, Tsawwassen and Surrey) sometimes on short notice to develop Action Plans.
- Perform other related duties as assigned by the Manager, within the scope of the position, program framework, and operational needs.

Qualifications:

- A minimum of 2 years of experience in direct program delivery, preferably in the community social services sector.
- BC Housing Experience (sector relevant).
- Diploma in social services related field.
- Knowledge of mental health issues & legislation pertaining to alcohol and drug issues, child protection issues, and issues related to poverty and landlord/tenants' acts.
- Experience with at-risk or homeless individuals and families.
- Demonstrated sensitivity and responsiveness to cultural differences and commitment to the value of cultural competency.
- Ability to communicate effectively both orally and in writing with staff, volunteers, and community organizations.
- Satisfactory completion of a Criminal Record Search is a requirement of this position.
- Use of own vehicle and valid class 5 BC driver's license.

About Chimo Community Services Society

Created in Richmond, British Columbia in 1973, Chimo Community Services now serves over 10,000 individuals and families each year from different cultural backgrounds, age groups, family lifestyles, and economic situations. Through nine program areas, Chimo provides diverse services from community building to prevention, from individual crisis support to advocacy, and from peer support to education. Chimo engages in collaborative community planning and develops innovative resources to address emerging needs.

Employment Information:

This is a permanent full-time unionized position with Chimo Community Services.

"Thank you for your interest in joining our team. Due to the large volume of applications received, we are only able to contact shortlisted candidates.

Please apply to HR@chimoservices.com