

# JHS Volunteer Posting - Policy Position

## **Purpose of Position**

This position is responsible for supporting policy writing for the Reaching Home project through Housing, Infrastructure and Communities Canada. The successful individual will work with the Reaching Home team to research, develop, draft and write policies related to housing and homelessness. Policy writing is a critical part of the Reaching Home project, which the John Howard Society of PEI, as the community entity, is responsible for.

## **Job location**

The majority of the work will occur in one of the two John Howard Society of PEI Charlottetown offices with the possibility of working remotely at times.

## **Description of Duties**

- Review the current Reaching Home policies
- Complete research on policies and processes in other communities across Canada
- Review and gather data on homelessness locally or nationally
- Work with the Reaching Home team to identify policies that need to be revised or created
- Participate in meetings with representatives from the community to acquire input and feedback
- Attend meetings with the Reaching Home team

## **Impact of the role**

The Reaching Home project oversees the homelessness system in PEI, spanning across multiple levels of government and many not for profit and non-government organizations. The policies developed under this project will help shape our strategy for reducing and eliminating homelessness in our community.

## **Qualifications**

- Familiarity with Gmail and Google Drive
- Experience with policy writing
- Detail oriented
- Willing to learn and take direction
- Reliable and punctual
- Aligned with the goal of resolving homelessness
- Must be age 18 to apply for this position

- Criminal record checks are required

**Time commitment**

This position can commence immediately and run for several months if mutually agreed upon. Daily hours worked will be between 830am and 430pm Monday to Friday. Weekly hours worked is negotiable.

**Training opportunities**

Training for the following items is required:

- Coordinated Access
- The HIFIS database

Additional training opportunities are available depending on your interest and experience/background.

**Supervision**

You will report to the Coordinated Access Coordinator while working alongside the members of the data team and collaborating with other internal staff at the John Howard Society of PEI and community partner organizations.

**Volunteer perks**

The HIFIS database is the homelessness database for all organizations in PEI, so completing training will be an asset for any future work in this field.

**How to apply/deadline**

Fill out the application at this link and send a copy of your resume to [johnhowardsociety@jhspei.ca](mailto:johnhowardsociety@jhspei.ca)