



# Native Council of PEI

## Job Posting – “Reaching Home” Project Coordinator

<b>Job Title:</b>	“Reaching Home” Project Coordinator	<b>Position Type:</b>	Full Time until March 31 <sup>st</sup> , 2026 (with possibility of extension)
<b>Location:</b>	Charlottetown	<b>Travel Required:</b>	Travel Required
<b>Wage:</b>	\$25 per hour	<b>Hours Per Week:</b>	37.5
<b>HR Contact:</b>	<a href="mailto:humanresources@ncpei.com">humanresources@ncpei.com</a>	<b>Date Posted:</b>	January 6, 2026
<b>Website:</b>	<a href="http://ncpei.com/employment/">http://ncpei.com/employment/</a>	<b>End Date:</b>	Competition will remain open until position is filled.

### Applications Accepted By:

#### FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources, Subject Line- Reaching Home Project Coordinator, Email- [humanresources@ncpei.com](mailto:humanresources@ncpei.com)

### Job Description

#### POSITION SUMMARY:

The Reaching Home project of the Native Council of PEI requires a Support Worker in Charlottetown to deliver front-line housing support to community members who are experiencing housing insecurity due to potential eviction or impending release from an institution. The Support Worker will provide internal and external referral services for appropriate programs and services.

#### ROLE AND RESPONSIBILITIES

- Provide direct support to community members who are homeless or potentially facing eviction through liaison with landlords and shelter providers, and referrals for emergency assistance.
- Work to support Nanegkam tenants and other tenants within the community to reduce the incidence of eviction
- Contribute to database of information designed to increase knowledge and data of community housing needs
- Assist community members facing imminent homelessness before a crisis occurs by providing support
- Establish networks for referral of community members to appropriate internal and external services
- Strengthen shelter partnerships to ensure community members can access supports available to them when attempting to access shelters
- Complete regular internal reports to track program progress and ensure deliverables are being met

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 3 - 5 years professional experience with front-line support to clients
- Equivalent combination of post-secondary education and experience will be considered.
- Excellent oral and written communication skills
- Experience with database program(s)
- Valid driver’s license and a reliable vehicle.
- Vulnerable record check is required prior to commencing employment

**\*\*Only successful candidates will be contacted for interview.**