



Community Justice Initiatives Open Homes Service Coordinator

Position Status: 20 hours per week
Salary: \$22.77/hour
Start Date: As soon as possible

Internal and External Posting

At Community Justice Initiatives (CJI), our work is rooted in relationships and the belief that communities hold the wisdom to heal and grow together. We're looking for an Open Homes Service Coordinator to join our team. CJI's Open Homes Program connects refugees in need of temporary housing with local hosts who are offering a safe and welcoming environment in their own homes. The Open Homes Coordinator will be responsible to support both hosts and refugee guests through the housing process, including recruitment, matching, training, and ongoing support. This role requires a deep commitment to community building, restorative practices, and supporting both refugees and home hosts as they build mutually supportive relationships.

Why Choose CJI?

Inclusive & Supportive Culture: Experience an environment built on belief in transformation, empowerment, accountability, and the principles of restorative justice.

Meaningful Work: Connect with community members who are helping to build a restorative community.

Comprehensive Benefits: Experience mileage reimbursement, partial cell-phone reimbursement, a generous sick time allotment, contributions to an RRSP, a benefit package, professional development opportunities, a supportive and flexible work environment, and the chance to make a lasting difference in the lives of others.

Proven Impact: Join an organization with a 50+ year legacy of trailblazing restorative justice programs in our community and around the world.

What Will You Do?

- Recruit, screen, and match hosts with refugee guests based on needs and preferences
- Develop and facilitate orientation and training sessions for hosts, ensuring they are well-prepared for the responsibilities of housing refugees
- Provide ongoing support to both hosts and guests, including mediation, conflict coaching, and other services as needed
- Expand networks of support for both hosts and guests
- Support guests with their employment search and transition to permanent housing
- Foster positive relationships between hosts and guests, helping create a supportive and inclusive community

- Build relationships with community partners
- Ensure program delivery aligns with the mission of Open Homes to provide safety, warmth, and relationship
- Provide regular check-ins and updates to ensure the success of the program
- Maintain accurate and up-to-date records of placements and provide monthly reports on the service
- Assist in marketing and outreach to attract new hosts and expand the program
- Troubleshoot and address any issues that arise in placements to ensure resolutions are achieved in a timely and compassionate manner

Who Are We Looking For?

- A strong commitment to anti-racism, anti-oppression, equity, and relationship-centred community work
- An understanding of, and experience providing trauma informed practices
- A foundational understanding of refugee needs and experiences, as well as an awareness of the barriers refugees face when resettling in a new country
- The ability to communicate effectively with diverse groups, including refugees, home hosts, and community partners
- Excellent organizational, problem-solving, and relationship-building skills
- Familiarity with Waterloo region community services and social supports
- The ability to assist with the development and delivery of training and support for home hosts
- Flexibility to work some evenings and weekends as needed to meet program requirements
- Access to a reliable vehicle, valid Ontario “G2” Driver’s License, and minimum of \$2M liability insurance
- The ability to work both independently and collaboratively in a dynamic and community-focused environment
- Post-secondary education in Social Services, Peace and Conflict Studies, related field, or equivalent experience

Accessibility Notes:

- The successful applicant will be required to submit a criminal record check. Please note that a criminal record does not automatically disqualify you from employment. If you are the successful applicant, we’ll have a conversation with you to determine the next steps.
- This role requires strong emotional regulation while engaging with individuals in conflict or distress. The position includes interaction with individuals who have experienced trauma.

How do I Apply?

If you’re ready to make a difference and grow your skills in a truly supportive environment, we’d love to hear from you! Please submit your resume and letter of interest to Julie Friesen by June 5, 2026.

Julie Friesen
 Community Justice Initiatives
 85 Edwin St., Kitchener, Ontario
Julief@cjiwr.com

We welcome applications from individuals with lived experience of criminalization, as well as candidates from all equity-seeking groups. If you require accommodation as per the AODA during any stage of the selection process, please let us know.

Thank you to all applicants for your interest in joining the CJI team, and only those selected for an interview will be contacted.