

STEP BY STEP

APPLICATION FORM



“Making Positive Change Possible”

Who we are:

Step by Step is a group of tenants from across the city that meets regularly. Our aim is to help make tenant’s lives better, and to make CHH a better place to live. We’re connectors and conduits in making positive change possible.

Our Mission:

- Help tenants get involved in the activities that affect their quality of life
- Help tenants influence the decisions that affect their quality of life
- Help tenants address the key issues raised through tenant engagement

Our Vision

- Work in a positive, inclusive, mutually beneficial partnership with CHH
- Bring forward tenant-centred ideas and concerns
- Help create and execute action plans
- Actively cultivate teamwork, trust and capacity within the group, with CHH, and with the wider tenant body
- Learn from each other; to grow and change as the needs of our communities change

Our Values

- Positive Mind Sets
- Inclusive and Reflective
- Empowering Leadership
- Team Work and Collective Impact

Step by Step is NOT:

- An autonomous body
- An adversary
- An advocate for individual tenants.

If you are interested in becoming a member of Step by Step, please fill in this application. Please feel free to use additional pages if you need to provide more information. Step by Step encourages and supports diversity in its membership.

Your Contact Information

Name:

Home Address:

Home Telephone:

Other Telephone:

E-Mail Address:

Please tell us what you know about Step by Step?

What do you think the role of a Step by Step member is?

Why do you want to be a Step by Step member?

What role are you interested in?

A. Step by Step Tenant Council Members: We have an Executive Tenant Council which consists of up to 12 members. These positions are available through an application process. The terms of these positions are 2 years in length and upon a successful review; members can reapply for an additional 2 year term, inclusive up to a 4 year term. Members can reapply after a 1 year break, but are welcome to participate on an Action Team or be a Community Builder.

As an Executive Member you're required:

- Attend bi-weekly meetings
- Apply to hold a standing position, Chair, Secretary or Board Rep
- Actively support Step by Step Initiatives and Campaigns
- Actively support recruitment, orientation and mentorship
- Actively support the development of effective communications
- Support active Action Teams
- Support on-site Community Builders / Connectors
- Actively represent Step by Step
- Report to CHH Senior Management and the Board of Directors

B. Step by Step Action Teams: Step by Step Action Teams / Committees are created or developed based on collective concerns and common interests. These positions are available through an application and interview process. Our action teams have no terms, meaning once you're a member you can participate in good standing for as long as you like. However, taking part in an action team requires at minimal a 1 year commitment. These committees connect with tenants to hear their ideas and concerns; they create plans of action for improvement.

As an Action Team Member you're required:

- Attend monthly meetings
- Support on-site Community Builders / Connectors
- Outreach and connect with residents
- Create plans of action, including effective communications
- Actively represent Step by Step
- Actively support recruitment and mentorship
- Actively support Step by Step Initiatives and Campaigns
- Report to the Executive Tenant Council Members

In the past we've had the following Action teams and Governance teams:

Maintenance and Property concerns
Safety and Security concerns
Relations with CHH
Tenant Teams
Space and Support for Children and Youth
Tenant Relations / Building Community
Fundraising
Recruitment
Orientation

C. Step by Step On-site Community Builders / Connectors: You're the leaders in place, helping and connecting your communities every day. You're the eyes and ears, you're the gate keeper! These positions require an application process. This role is asset based, meaning it can be both short and long term, meeting people where they're at. Our Community Builders help in the following ways.

- Actively listen, hear collective concerns and ideas
- Support with posting and sharing information on behalf of Step by Step
- Help with arranging and promoting on-site meet and greets, workshops, tours, surveys, evaluations, report backs, campaigns and general communications
- Support and manage the upkeep of Step by Step Communication Boards
- Share information with both tenants and the Executive

Please list any work and/ or volunteer experience that might help Step By Step.

Tell us about any specific skills you have that would help Step By Step.

Which FIVE apply most to you?

- Knowledgeable
- A big picture thinker
- Trustworthy
- Organized
- Able to advocate
- Able to take a stand on tenant and human rights
- Multicultural understanding and cultural sensitivity
- Accountable
- Calm and Patient
- Have good social and relationship skills
- Willing to Learn
- Problem Solver
- Active Listener
- Good Communicator
- Driven (sense of initiative)
- Open Minded Negotiating Skills
- Conflict Resolution Skills

How do you deal with conflict? Tell us about a time you had to deal with a conflict.

How would you communicate with other tenants and make sure their opinions and voices are heard?

NEXT STEPS

1. Return your completed application to :
 - A. Email: StepByStepCHH@gmail.com
 - B. In person: Main Housing Office 181 Main St W
 - C. Mail: ATTN: Theresa Phair Staff support to Step By Step, Recruitment Team
181 Main St West, 1st floor.
Hamilton, ON
L8N 4E5.
2. All completed applications will be reviewed by the Step By Step Recruitment Team. Once your application has been reviewed, a SbS Recruitment Team member will contact you to inform you of the next steps, this process takes 2-4 weeks.
3. You will be contacted to attend an interview. The interview will be held by the Recruitment Team (which includes Step by Step members and CHH staff) at the earliest mutually available time and date. Support for child care and transportation are available for the interview.
4. There are many ways to participate. If there is not an open position based on your interest. Step by Step, will inform you of the process and likely timelines.

The application form has been developed by tenants and CHH staff.
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Thank you very much for your interest in Step by Step.