



Minwaashin Lodge
Aboriginal Women's Support Centre
100-1155 Lola St
Ottawa, ON K1K 4C1

Internal/External Posting – Maternity Leave Position
Case Manager, Housing First (Female)
(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Position reports to: Manager, Oshki Kizis Lodge

Location: Oshki Kizis Lodge

Work Conditions: Located in a shelter setting; medium risk environment

Closing date: September 22, 2017

Start Date: October 9, 2017 to March 31, 2018

PURPOSE:

Have a good understanding of cultural competency; with the ability to be culturally sensitive and appropriate. Provides culturally appropriate supports and comprehensive case management to homeless First Nations, Inuit and Métis women. The women that will be served have been determined to have higher acuity, including assessment, case planning, and evaluation of services.

DUTIES AND RESPONSIBILITIES:

- Advocates for the mission of the organization and promotes the vision and direction of the agency's values
- Delivers services with safety, respect, and effectiveness
- Follows all policies and procedures of the organization
- Input SPDAT tool to monitor information and progress with client caseloads until they are discharged
- Has the ability to work independently with a strong sense of focus, task oriented, non-judgemental, open personal qualities and a clear sense of boundaries
- Has the ability to work independently with a minimal day to day supervision
- Functional knowledge of the Aboriginal and non Aboriginal service system of Ottawa
- Participates in assessment review with case advocates
- Commitment to a feminist, holistic approach when working with clients, community and Elders
- Completes safety plan and risk minimization plan to appropriately support clients in community, including home visits and accompaniment to appointments
- Maintains professional rapport with service user, peers, and other community service providers

- Has the ability to work effectively as part of a team and interact with workers from a variety of agencies
- Practices fidelity to the Intensive Case Management Housing First Model, working with service users to achieve greater independence over time
- Provides referrals to appropriate other service providers within the agency and externally
- Balances the needs of caseload based upon acuity, length of time in the program, state of housing stability, etc., supporting 10 individuals at one time
- Advocates for the client as needed
- Reviews and evaluates client progress on an ongoing basis and adjusts case plans as appropriate
- Organizes and maintains client case files in a timely fashion and in accordance with professional practice
- Performs other duties as assigned

QUALIFICATIONS:

1. Minimum of a College Diploma in Community Social Work field or combination of education and work experience in related field.
2. At least 3 years' experience in Human Services field such as advocacy or case management
3. Criminal Reference Check required
4. Aboriginal descent preferred
5. First Aid and CPR
6. Some evening and weekend work
7. Computer skills and literacy

SPECIFICATIONS:

1. Some evening and week-end work required
2. Computer skills and literacy
3. Criminal reference check required
4. Aboriginal descent preferred
5. First Aid and CPR

Salary: Salary dependent on experience

To apply: Send a cover letter, resume along with 3 references to – Finance/HR, Minwaashin Lodge, #100 - 1155 Lola Street, Ottawa, Ontario K1K 4C1 or email to: kholden@minlodge.com

Note: Preference in hiring will be given to qualified First Nations, Métis or Inuit candidates. The successful candidate must be able to obtain a police records check with results acceptable to Minwaashin Lodge as a mandatory condition of employment.

We thank all those that apply; however, only those invited for an interview will be contacted. No phone calls please.