



**Minwaashin Lodge**  
Indigenous Women's Support Centre  
2323 St. Laurent Blvd.  
Ottawa, ON K1G 4J8

## **Job Posting**

### **Housing First Case Manager (Female)**

(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Position reports to: Director of Shelter Operations  
Location: Oshki Kizis Lodge  
Work Conditions: Located in a shelter setting; medium risk environment.  
Competition Closes: When position is filled.  
Benefits: Attractive and Comprehensive benefits package including an employee pension plan  
Salary: Commensurate with education and experience

Under the Accessibility of Ontario and Disability Act (AODA), Minwaashin is committed to fostering an equitable, accessible, and inclusive workplace.

#### **SUMMARY:**

Minwaashin Lodge - Indigenous Women's Support Centre is a non-profit charitable agency serving First Nations, Métis, and Inuit women, youth, and children. We are a multi-service agency committed to the healing and wellness of our community, through our programs and services at Minwaashin Lodge and our shelter, Oshki Kizis Lodge. We provide culturally specific programming for children, youth, women, and families.

The Housing First Case Manager is required to have a good understanding of cultural competency and sensitivity. She is committed to a feminist, holistic approach, and will work in close collaboration with team members, grandmothers, and Elders. This position oversees and provides culturally appropriate supports and case management to homeless First Nations, Inuit and Metis women. This client population has more comprehensive needs with assessment, case planning, and assessment of service requirements.

#### **DUTIES AND RESPONSIBILITIES:**

- Completes safety plan and risk minimization plan to appropriately support clients in the community, including home visits and accompaniment to appointments.
- Delivers services with safety, respect, and effectiveness.
- Inputs SPDAT tool to monitor progress of clients' caseloads until they are discharged.
- Participates in assessment reviews with case advocates.
- Maintains professional relationships with service users, peers, and other community

service providers.

- Has the ability to work effectively as part of a team and with workers from other agencies.
- Is committed to the Intensive Case Management Housing First Model in working with service clients as they achieve greater independence.
- Provides referrals to other appropriate service providers within Minwaashin Lodge and externally.
- Balances the needs of caseload based upon client needs, length of time in the program, and housing stability.
- Provides advocacy as needed for all clients.
- Reviews and evaluates client progress on an ongoing basis and adjusts case plans as appropriate.
- Organizes and ensures that all case files are maintained and up to date per professional standards.
- Performs other duties as assigned.

#### **OTHER REQUIREMENTS:**

- First Nations, Inuit, Métis or non-status preferred.
- Has the ability to work independently, is task oriented, non-judgemental, understands and maintains clear professional boundaries.
- Has an excellent knowledge of Indigenous and non-Indigenous service systems of Ottawa.
- Understands and is committed to a feminist, holistic approach when working with clients and the broader community.
- As per professional and ethical standards maintains strict confidentiality for clients and other staff members.

#### **QUALIFICATIONS:**

- Minimum of a College Diploma or a comparable combination of education and work experiences.
- Minimum of 3 years' experience in the Social Services field with advocacy and case management experience
- Demonstrated knowledge of traditional healing practices.
- Has an excellent understanding of cultural competency.
- Good knowledge of the Indigenous and non-Indigenous service systems of Ottawa
- Can provide crisis intervention, has good problem-solving skills and excellent organizational and time management skills.
- Has excellent oral and written communication skills

#### **OTHER SPECIFICATIONS:**

- Some evening and weekend work is required.
- Good computer skills and literacy
- Current criminal reference check
- Current First Aid and CPR certification
- Valid driver's license

**TO APPLY:**

Send a cover letter, resume along with 3 references to Castille Troy, Manager, Human Resources, Minwaashin Lodge, 2323 St. Laurent Blvd, Ottawa, Ontario K1G 4J8 or email to: [ctroy@minlodge.com](mailto:ctroy@minlodge.com)

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