



**Minwaashin Lodge**  
Indigenous Women's Support Centre  
2323 St. Laurent Blvd  
Ottawa, Ontario K1G 4J8  
[www.minlodge.com](http://www.minlodge.com)

**Job Posting – Internal and External**

**Transitional Support Worker (TSW female) - Interim**  
(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Start Date: Immediately to March 31, 2024  
Closing Date: When position is filled  
Position reports to: Director of Shelter Operations – Oshki Kizis Lodge  
Work Conditions: Located in an office setting; low risk environment.  
Benefits/Pension: Attractive and comprehensive Benefits Package

Under the Accessibility of Ontario and Disability Act (AODA), Minwaashin Lodge 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 Transitional Support Worker reports to the Director of Shelter Operations and focusses primarily on support for the practical needs of women who have left Oshki Kizis Lodge and have been in the community for two to three months. The TSW also assists women from the Indigenous, Metis, and Inuit community who may need practical support resulting from domestic violence but who were not residents of the Shelter. Assistance to current Shelter residents is determined by their readiness to begin planning to move to independent living or to those requiring complex system navigation to address time-sensitive matters such as legal, Children's Aid Society and police issues.

**PRIMARY RESPONSIBILITIES:**

- To work with women to develop transition plans that will enable them to move to independent living and to assist with their departure plans. A transition plan will identify the goals a woman would like to achieve, as well as practical solutions to moving to independence.
- To assist in identifying natural and formal support systems to achieve goals.

- To assist ex-residents in referral to legal, financial, housing, employment, educational goals, training, parenting support, counselling, and health and wellness services, court support, and any other healing services deemed appropriate.
- To bridge clients to other community services
- To network and build strong working relationships with other community services and relevant organizations
- Accompany clients to appointments (Ontario Works, Ontario Disability Support Program, housing, legal, police, Children's Aid Society)
- To assist clients with systems navigation
- To advocate on behalf of clients for the services they need
- To provide advocacy letters and letters of support
- To act as a resource person for other staff members
- To assist in safety planning for women and their children
- To work within the context of the Framework for Services for Abused Women in Ottawa-Carleton (understanding and practice from an anti-oppression framework)
- To maintain clear and professional boundaries

**ORGANIZATIONAL:**

- To maintain accurate and confidential case records and required statistical data
- To attend Oshki Kizis Lodge and Minwaashin staff meetings
- To attend relevant community and committee meetings to represent Oshki Kizis/Minwaashin Lodge
- To actively participate in training and professional development activities relevant to the position as approved by the Director of Shelter Operations
- Other duties as assigned by the Director.

**QUALIFICATIONS:**

- Post-Secondary graduation at the university or college level in social services or related field, or a demonstrated combination of education and experience
- Good knowledge of the intergenerational impacts of colonization, assimilation, and the residential school system
- Comprehensive knowledge of violence against women/intimate partner violence issues
- Ability to manage multiple tasks in a fast paced, time-sensitive, confidential environment.
- Ability to work independently and as part of a team.
- Excellent knowledge of Indigenous cultural practices

**ADDITIONAL REQUIREMENTS:**

- Driver's license with no minor or major convictions or at-fault accidents for three years
- Excellent verbal and written communication skills
- Criminal records check
- First Aid/CPR Certification

**ADDITIONAL PREFERENCES:**

- First Nations, Inuit, Métis or non-status preferred.
- Owning a vehicle with 2 million liability insurance is considered an asset.

**TO APPLY:**

- Applicants are asked to submit a resume and cover letter with 3 references to Katherine Holden, Manager HR/Finance, 2323 St. Laurent Blvd, Ottawa, Ontario K1G 4J8 or via email to [kholden@minlodge.com](mailto:kholden@minlodge.com)

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