



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

**Internal/External Posting**

**Case Manager, Housing First Youth (Female)**

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

Position reports to: Shelter Director, Oshki Kizis Lodge  
Location: Oshki Kizis Lodge  
Work Conditions: Located in a shelter setting; medium risk environment  
Closing date: Until Filled  
Benefits/Pension: Attractive Benefits pkg  
Start Date: ASAP

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

**Summary:**

The *Housing First Youth Case Manager* is required to have a good understanding of cultural competency and sensitivity. The worker is committed to a feminist, holistic approach, and will work in close collaboration with team members, grandmothers, and Elders. They will oversee and provide culturally appropriate supports and comprehensive case management to ten (10) homeless youth ages 16-24 yrs. The individuals that will be served have been determined to have a higher acuity, including assessment, case planning, and evaluation of services.

**Duties and Responsibilities:**

- Commitment to a feminist, holistic approach when working with clients, community and Elders.
- Delivers effective, safe and respectful services to youth and follows all policies and procedures of the organization.
- Has the ability to work with a strong sense of focus, is task oriented, non-judgemental, and has a clear sense of boundaries.
- Demonstrated commitment, respect and knowledge of traditional healing.
- Has the ability to work independently with a minimal day to day supervision.
- Solid knowledge of Indigenous and non-Indigenous service systems of Ottawa.
- Ability to provide culturally appropriate supports and comprehensive case management to homeless First Nations, Inuit, and Métis youth
- Participates in assessment reviews with case advocates.
- Completes a safety and risk minimization plan to appropriately support youth 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 service providers both internal and externally.
- 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 by the Supervisor.

**Qualifications:**

- Minimum of a College Diploma or combination of education and work experiences.
- Minimum of 3 years' experience in Human Services field such as advocacy or case management.
- Functional knowledge of Indigenous and non-Indigenous service systems of Ottawa.
- Has a good understanding of crisis intervention, problem-solving, organizational and time management skills.
- Excellent oral and written communication.
- Candidate has a strong sense of and respect for confidentiality involving both clients and fellow employees.
- Can work with a strong sense of focus, is task-oriented, nonjudgmental, open personal qualities, and has clear sense of boundaries.
- Ability/experience in providing service to youth that are higher acuity

**Specifications:**

- Indigenous descent preferred
- Some evening and week-end work required
- Computer skills and literacy
- Criminal reference check required
- Must have a valid driver's licence
- Own vehicle an asset with 2 million liability insurance
- First Aid and CPR or (willing to train)

**Salary:** Salary dependent on experience

**To apply:** Applicants are asked to submit a resume and cover letter with 3 references to Kate Holden, Minwaashin Lodge, 2323 St Laurent Blvd, Ottawa, Ontario K1G 4J8 or email to: [kholden@minlodge.com](mailto: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 record check with results acceptable to Minwaashin Lodge as a mandatory condition of employment.

