



## **Minwaashin Lodge**

Indigenous Women's Support Centre  
100-1155 Lola Street  
Ottawa, Ontario K1K 4C1  
[www.minlodge.com](http://www.minlodge.com)

### **Internal / External Posting**

### **Transitional Support Worker (female)**

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

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. We provide culturally specific programming for children, youth, women, and families.

Start Date: Immediately to March 31, 2023  
Position reports to: Shelter Director – Oshki Kizis Lodge  
Work Conditions: Located in an office setting; low risk environment

### **SUMMARY**

The Transitional Support Worker, while serving clients at Oshki Kizis Lodge and community clients, reports to the Shelter Director of Oshki Kizis Lodge. The Transitional Worker's main focus and responsibility is to provide support for the practical needs of women who have left the shelter and have been in the community for two to three months along with women from the Indigenous, Metis, and Inuit community who may need practical support resulting from domestic violence, but are not necessarily in the shelter. Provision of service to current shelter residents will be determined by their readiness to begin planning to move to independent living or those requiring complex system navigation to address time sensitive matters (legal, CAS, police).

### **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 upgrading, 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 (OW, ODSP, housing, legal, police, CAS)
- Assist client with systems navigation
- To advocate on behalf of clients for the services they need
- 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 case records and required statistical data
- To attend shelter and Minwaashin agency staff meetings
- To attend relevant community/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 Shelter Director
- Other duties as assigned by the Director that fall within the specifications of the Transitional Support Worker position

#### **QUALIFICATIONS**

- Post-Secondary education at the University or College level in Social Services or related field, or a demonstrated combination of education and experience
- Working 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
- Knowledge of Indigenous cultural practices

## **EMPLOYER REQUIREMENTS**

- Driver's license
- Clean driving record
- Own vehicle with 2 million liability insurance an asset
- Excellent verbal and written communication skills
- Criminal records check
- First Aid/CPR Certification
  
- **EMPLOYER PREFERENCES**
- First Nations, Inuit, Métis or non-status
- Bilingual

### **To apply:**

- Applicants are asked to submit a resume and cover letter with 3 references to – Kate Holden, Minwaashin Lodge, #100 - 1155 Lola Street, Ottawa, Ontario K1K 4C1 or email to: [kholden@minlodge.com](mailto:kholden@minlodge.com)
  
- **Closing date: Until Filled.**

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