



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

**Job Posting**

**Indigenous Family Systems Navigator**  
**(Female)**  
Full-time Contract  
Internal-External Posting

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

Start Date: Immediately – March 31, 2023  
Position reports to: Manager-Children/Youth Programs  
Location: 2323 St. Laurent Blvd. Ottawa, Ontario  
Work Conditions: Located in office setting; low - moderate risk environment

**Summary:**

The *Indigenous Family Systems Navigator* (IFSN) will be directly accountable to the Manager of Children/Youth Programs for the proper completion of the functions outlined in the job description. The (IFSN) will ensure First Nations, Metis and Inuit women have the necessary connections to community services to support their continued independence from abusive life situations, including intimate partner violence. They will support their holistic wellbeing, including housing support, legal support, counselling (for themselves and their children), cultural supports and child welfare advocacy.

**Responsibilities:**

- To promote the social and emotional health of Indigenous women and their children through a culturally based lens;
- To help Indigenous women and their children to access and navigate key supports and services to ensure their safety;
- To identify gaps in the system and find solutions to the problems Indigenous families often face;
- To support Indigenous Women fleeing intimate partner violence to navigate and connect with various aspects of the social welfare system;
- To maintain a 20 file caseload for women and children;
- To keep records and documentation related to clients such as assessments, progress notes and case closure materials and keep all such documentation confidential;
- To provide written and /or verbal reports as required internally and externally;
- To document type and frequency of service referrals;
- Collect service statistics as required;
- Participate in a process of supervision and in performance evaluations with the Manager;
- Participate in training and professional development activities relevant to the position as approved by the Executive Director;
- Participate in Minwaashin Lodge staff meetings as required.
- Ensure that the Seven Sacred Teachings are followed when interacting with all people.

## **Qualifications:**

- Post-secondary diploma/degree in Indigenous Studies, Women's Studies with a minimum two (2) years' work experience in community service delivery in a coordination role;
- Excellent interpersonal, organizational and communication skills with demonstrated self-confidence through excellent written, oral, and facilitation skills as well as an ability to follow through on assigned duties independently with strict deadlines;
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives and outcomes and meet goals in a timely matter;
- Functional knowledge of the Indigenous and non-Indigenous service system of Ottawa;
- Experience working effectively on a team and with a strong client focus;
- Proficiency with Microsoft Office tools, particularly Excel, Word and PowerPoint;
- Demonstrated knowledge of urban Indigenous housing and poverty challenges;
- Excellent knowledge of the intergenerational impacts of residential schools;
- Working knowledge of various issues faced by Indigenous members such as: impacts of violence, sexual orientation, homelessness, childhood trauma, addictions, bullying, domestic violence, self harm and anger;
- Commitment to a feminist, holistic approach to working in close collaboration with team members, Elders and grandmothers; and
- Knowledge of and/or sensitivity to the Indigenous culture.

## **Employer Requirements:**

- First Nations, Inuit or Métis preferably
- Current Criminal Records Check
- CPR/First Aid Certification (or willing to train)
- Own vehicle an asset
- Must have a clean driving record (Insurance Liability requirements)
- Some evening and weekend work required

## **To Apply:**

Send a cover letter, a complete resume with three (3) references to Kate Holden– Finance/Human Resources- Minwaashin Lodge, 2323 St. Laurent Blvd, Ottawa, ON K1G 4J8 or email to [kholden@minlodge.com](mailto:kholden@minlodge.com)

**Closing Date:** Until position is filled.

*We thank all those who apply, but due to the number of applications we receive, we are able to contact only those being considered for an interview.*