



**Position:** Mkaana’aa wii-giwe’aad Case Manager **Closing:** Posting will remain open until filled

**Term:** Contract ending March 31, 2021

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at

[www.OntarioAboriginalHousing.ca](http://www.OntarioAboriginalHousing.ca)

We are currently seeking three (3) **Mkaana’aa wii-giwe’aad Case Managers** for our office located in **Hamilton, Ontario**. Reporting to the **Supportive Housing Manager**, the successful applicant will be an integral member of the Mkaana’aa wii-giwe’aad – “Finding their way Home” program team responsible for providing case management services to individuals experiencing homelessness. As part of the team you will address important social issues with passion, creativity and flexibility. You will also be responsible for assisting OAHS in delivering an Indigenous approach and ensure culturally appropriate referrals are made to local community agencies that offer Indigenous-based programs, such as the Métis Nation of Ontario, Indigenous Friendship Centres, and Ontario Native Women’s Association.

**Duties and responsibilities will include, but not be limited to, the following:**

- Support the OAHS mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Contribute to the success of the Mkaana’aa wii-giwe’aad Program;
- Assist with the delivery of the Mkaana’aa wii-giwe’aad Program according to specified policies, procedures and program guidelines;
- Provide outreach and intensive case management services to individuals experiencing homeless;
- Identify the target population, perform screening assessments, make appropriate referrals and provide linkage to primary care, mental health, and all other social services that are required;
- Develop, implement and revise individual case plans (Journey Plans) and monitor individual progress toward goals;
- Advocate on individual’s behalf when necessary;
- Facilitate development of life skills, social inclusion, engagement and traditional wellness;
- Collect quantitative and qualitative data and submit monthly reports;



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- Build positive relationships with individuals and support their personal development;
- Work with traditional resource people and Elders to provide traditional wellness/healing;
- Participate in weekly team meetings;
- Contribute to the development and implementation of plans to reduce and eliminate arrears;
- Complete data entry and provide monthly data reports as required;
- Maintain appointment calendars, coordinate schedules, assist with staff meetings, teleconferences, seminars and/or training sessions;
- Prepare correspondence including reports, spreadsheets, graphics, presentations, emails and letters as required;
- Provide routine program information as required;
- Escort individuals to hospital, medical appointments, court, etc.;
- Work in collaboration with the team, including Case Managers, Research Coordinator, and Supervisor, as well as with other OAHS departments; and
- Other duties as required.

### **The successful candidate will have the following qualifications and skills:**

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people;
- Degree or Diploma/Certification in Human Services or combination of education and relevant experience;
- Previous experience working with people experiencing homelessness or who have challenges in obtaining and maintaining housing, within diverse communities;
- Demonstrated crisis intervention, counseling, conflict resolution, and advocacy skills;
- Strong writing skills as applied to social assistance appeals, business letters, etc.;
- Knowledge of the political, structural and sociological reasons for homelessness and poverty;
- Ability to work with all levels of professionals in community agencies and government offices;
- Ability to collaborate with individuals, tenant groups, agencies and other organizations working towards social change;
- Demonstrated ability to work independently within a highly motivated, professional and results-oriented team;
- Working knowledge of MS Word, Excel, and Power point. Experience with MS Publisher, databases, accounting systems, and project management software will be considered an asset;
- Strong background and understanding of Indigenous history, cultures, and homelessness; and
- Knowledge of Social Housing Act, 2011 and Housing Services Act, 2011 considered an asset.

### **Conditions of employment:**

- Ability to travel as required;
- Ability to work varying hours/days, if required;
- Valid CPIC clearance (Criminal Records check) and Vulnerable Sector Search (VSS) required;
- Current References;
- Current, valid Ontario Driver's Licence;
- Safe driving record (3-year Driver record search); and
- Full use of a safe, reliable vehicle.

### **Compensation:**

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package (some benefits take effect after your probationary period has been successfully completed). This comprehensive compensation package includes:



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- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
- Opportunity for cultural, educational and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
- A competitive salary in pay band B4 with a range of \$39,000.00 to \$62,400.00

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. Please apply with your cover letter (indicating the location to which you are applying) and current resume, using one of the following two options:

- Email to [HRHAM@oahssc.ca](mailto:HRHAM@oahssc.ca) or
- Mail confidentially to: Amanda McAuley  
Human Resources and Payroll Associate  
Ontario Aboriginal Housing Services  
500 Bay Street  
Sault Ste. Marie ON P6A 1X5

***In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.***

*This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.*

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.*

*We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.*