



## Ontario Aboriginal Housing Services

**Position:** Community Engagement Research Assistant

**Closing:** posting will remain open until filled

**Term:** Full Time (35 hours per week) 1-year contract *\*possibility of extension dependent on funding approvals*

**Salary Range:** \$35,400 to \$41,572

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.”

We are currently seeking a **Community Engagement Research Assistant** for our office located in **Sault Ste. Marie, ON.**

Reporting to the Director of Supportive Housing, the **Community Engagement Research Assistant** will be an integral member of the Mkaana’aa wii-gii’aad “Finding their way Home” program team responsible for collaborating with organizations to help build partnerships that will enhance Indigenous supportive services. This role will also work within a team that ensures culturally appropriate services and activities, supports social inclusion, and traditional wellness, and creates positive outcomes for individuals experiencing homelessness.

**PLEASE APPLY ON OUR CAREERS PAGE:**

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

*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 those who identify as LGBTQ2S+.*

**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.**

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

**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. This comprehensive compensation package includes:
  - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
  - Comprehensive medical & dental benefits + company vehicles available for fieldwork;
  - \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee
  - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples 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;
  - A competitive salary in pay band B4 with a range of \$35,400 to \$41,572.

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

- Assist with the delivery of the Mkaana’aa wii-giwe’aad Program according to specified policies, procedures, and program guidelines;
- Assist Community Engagement Coordinator and Director in developing site progress towards achieving outcomes and goals;
- Assists to provide outreach to community organizations;
- Screen calls and receive information from community organizations and individuals experiencing homelessness;
- Provide casual outreach and supportive services to individuals experiencing homelessness;
- Assist to maintain contacts with community resources and keeps informed of the relevant social services in the communities;
- Works with traditional resource providers and Elders to provide traditional wellness/healing supportive services to a team;
- Enters and manages data in a computer system and provides monthly data reports as required;
- Maintains appointment calendars, participates in staff meetings, teleconferences, seminars, and or training sessions
- Assists with preparing correspondence including reports, spreadsheets, graphics, presentations, emails, and letters as required;
- Provides routine program information as required;
- Understands harm reduction, addictions, Indigenous history, two-spirited and LGBTQ+ community, and human trafficking;
- Ensures proper file management and confidentiality;
- Other duties as required.

**To qualify for this role, the successful candidate will have the following qualifications and skills:**

- 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;
- Knowledge of community and program development is considered an asset;
- Ability to collaborate with individuals, tenant groups, agencies, and other organizations working towards social change;
- Strong understanding and appreciation as to how safe, affordable housing contributes to the quality of life and serves as a stable foundation;
- Working knowledge of MS Word, Excel, and PowerPoint. Experience with MS Publisher, databases, accounting systems, and project management software would be considered an asset;
- Have a strong background and understanding of Indigenous history, cultures, and homelessness; and
- Knowledge of the Social Housing Act, 2011 and Housing Services Act, 2011 is considered an asset.

**Conditions of employment:**

- Ability to travel if required;
- Current, valid Ontario Driver’s License;
- Safe driving record (3-year Driver record search);
- Valid CPIC clearance (Criminal Records check) and Vulnerable Sector Search (VSS) required;
- References.