

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

December 7, 2021

2021-025

Position:	Systems Navigator		
Salary:	Subject to Qualifications	# of Vacancies	1
Classification:	Full Time	Hours of Work:	75 hours biweekly evenings
Reports To:	Community and Social Services Manager	Closing Date:	December 21, 2021 @ 4:00pm

The **Systems Navigator** is responsible to facilitate the personal well-being of Indigenous youth by identifying and engaging appropriate resources and supporting youth to access and navigate systems. The System Navigator assumes all duties and responsibilities in accordance with Ndinawe's philosophy, direction and policy standards.

General Responsibility:

- Develop and maintain strategic partnerships with youth serving resources and services to build a network of support for youth in collaboration with Community and Social Services Manager.
- Assist and support youth to navigate systems across sectors and provide advocacy; systems can include EIA, Justice, Health, Child and Family Services, and any other systems identified by youth and/or Community and Social Services Manager.
- Assist youth to learn about community resources and develop the necessary skills to access them in meeting their needs.
- Provide resource information, complete referrals, and act as an advocate for youth to access supports and resources.
- Facilitate the skill development of youth by identifying appropriate resources and supports
- Develop and maintain positive relationships with youth based on trust, respect, and confidentiality.
- Provide supervision and support to youth accessing the youth drop in space, ensuring basic needs are being met. This includes access to showers, personal hygiene supplies, laundry facilities and snacks.
- Ability to research and network with youth community resources and supports.
- Develop and keep up to date case plans that are centered around goals identified by individual youth.
- Respond to crisis/emergent situations as required, promoting safety and respect among all participants.
- Ensure youth have access to harm reduction supplies and education when needed; Provide Community and Social Services Manager with a list of needed supplies when inventory is diminishing.
- Ensure appropriate documentation of interactions with youth, logbook documentation and incident reports as required.
- Maintain program statistics, complete written reports, and assist in evaluation processes as required.

- Work collaboratively with all Ndinawemaaganag Endaawaad programming and sites to ensure the needs of the youth are being met.
- Act as primary contact for outside/external stake holders and third-party systems related services and supports.
- Assess needs of youth individually; attend appointments with youth when support is needed.
- Attend staff meetings and participate in staff development as directed by the Community and Social Services Manager.
- Maintain workspaces and participate in the general cleanup of the building daily.

Qualifications Required:

- Post-Secondary degree in the Human Services field (Social Work, Child and Youth Care) preferred
- Minimum of 3 years of experience working with Indigenous youth who may be disconnected from their families, communities and culture and engaging in high risk activities.
- Strong knowledge concerning the impact of colonization and cultural assimilation of Indigenous people.
- Demonstrated case management experience.
- Extensive knowledge of community resources and services available to youth.
- Proven capacity to effectively plan and implement programming.
- Demonstration of advanced interpersonal skills.
- Capacity to appropriately assess and respond to situations based on available information and experience.
- Ability to foster a safe and supportive atmosphere within the center, acting as a role model for healthy attitudes and positive relationships.
- Respect for and knowledge of traditional Indigenous healing, culture, traditions, teaching, and ceremonies with capacity of integrating same into daily wellness activities.
- Proven ability to work with a high degree of compassion, understanding and sensitivity.
- Strong ability to work under minimal supervision and act with a high degree of independent judgement, taking action on a variety of matters as required.
- Demonstrated ability to participate in and contribute to a strong team environment with an inclusive and collaborative approach.
- Proven ability to work in a stressful and changing work environment.
- Capacity to manage sensitive and confidential situations with professionalism, confidentiality, and respect.
- Strong working knowledge of child welfare and protection issues, including relevant legislation and reporting requirements.
- Current training in conflict resolution, de-escalation and risk assessment preferred.
- Ability to provide and receive constructive feedback.
- Demonstrated commitment to continual learning and improvement through the incorporation of reflective work-based learning approaches.
- Ability to communicate effectively in English, both written and verbally.
- Proficient computer skills: MS Word, Excel, Internet, E-mail.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self identify in their cover letter.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check **prior to the commencement of employment.**

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources, Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue
Winnipeg, MB R2W 2A8
Email: HR@ndinawe.ca

Deadline for applications is no later than **4:00pm on December 21, 2021**

***We thank all applicants for their interest; however only those candidates selected to an interview will be contacted.**