



ndinawe

NDINAWEMAAGANAG
ENDAAWAAD INC.

Ndinawemaaganag Endaawaad Inc. (Ndinawe)

EMPLOYMENT OPPORTUNITY – 2022-012

Position:	Housing Coordinator	Program:	Wazonon Zagiiwaywin, Nest of Love & Care
Salary:	Subject to Qualifications	Location:	650 Burrows Avenue
Classification:	Full Time	Hours of Work:	75 hours bi-weekly <i>May include some evenings/weekends</i>
Reports To:	Community and Social Services Manager	Closing Date:	May 17, 2022

General Responsibility:

- The housing coordinator is responsible for the planning and implementation of programming aimed at increasing participant knowledge of and ability to access resources to meet their needs.
- Maintain program statistics and complete written reports monthly as directed by Community and Social Services Manager.
- Facilitate the housing process with youth from beginning to completion. This includes attending viewings, supporting the application process, cheque requests submissions, submission of all necessary documentation, etc.
- Provide resource information, complete referrals, and act as a liaison and an advocate for youth to access supports and resources to assist them in securing safe, stable housing.
- Support youth one-on-one to set and achieve goals related to securing and maintaining housing, obtaining identification, establishing a bank account, accessing income supports, developing life skills to increase their independence/self-reliance.
- 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.
- Ensure appropriate documentation of interactions with youth, logbook documentation and incident reports as required.

Qualifications Required:

- Post-Secondary degree in the Human Services field (Social Work, Child and Youth Care).
- 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.
- Advanced knowledge in the area of youth homelessness.
- Extensive knowledge of community resources and services available to youth.
- Proven capacity to effectively plan and implement programming.
- Ability to foster a safe and supportive atmosphere, acting as a role model for healthy attitudes and positive relationships.
- Proven ability to work with a high degree of compassion, understanding and sensitivity.
- Strong, effective interpersonal communication skills; ability to communicate efficiently in English, both written and verbal.
- Strong ability to work under minimal supervision and act with a high degree of independent judgement, acting 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.
- Current training in conflict resolution, de-escalation and risk assessment preferred.
- 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

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