



ndinawe

NDINAWEMAAGANAG
ENDAAWAAD INC.

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2024 - 019

Position:	Housing Coordinator		
Salary:	\$21.65	Classification:	Full Time – 80 hours Bi-weekly
Days of Work:	Varies – Weekdays / Weekends may be required	Hours of Work:	Varies – Days/Evenings may be required
Reports To:	Senior Manager	Advertised until:	Position filled

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 AED, CPR/First Aid Certification.
- Valid Class 5 Drivers License.

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. 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: recruitment@ndinawe.ca

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