



Ndinawemaaganag Endaawaad Inc. (Ndinawe)

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2025-18

Position:	Systems Navigator	Program:	Wazonon Zagiwaywin, Nest of Love & Care
Salary:	\$21.65	Location:	472 Selkirk Ave
Classification:	Full-time, permanent	Hours of Work:	80 hours bi-weekly <i>May include some evenings/weekends</i>
Reports To:	Manager of Specialized Services	Closing Date:	Open until filled

General Responsibilities:

- Develop and maintain strategic partnerships with youth serving resources and services to build a network of support for youth in collaboration with the Manager of Specialized Services.
- 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 the Manager of Specialized Services.
- 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.
- Research and network with youth community resources and supports.
- Develop and maintain case plans that are centered around the goals identified by individual youth.
- Respond to crisis/emergent situations as required, promoting safety and respect amongst all participants.
- Ensure youth have access to harm reduction supplies and education when needed; provide the Manager of Specialized Services 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 to 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 Manager of Specialized Services.
- Maintain workspaces and participate in the general cleanup of the building daily.
- Follow all policies and procedures as outlined in the Ndinawe Personnel Policy and site-specific manual.
- Perform other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

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.
- Demonstrated understanding of a trauma informed approach in working with urban Indigenous youth with particular emphasis on youth with chronic involvement with the child welfare system, at risk for or experiencing homelessness and at risk for and or experiencing exploitation.
- Demonstrated case management experience.
- Extensive knowledge of community resources and services available to youth.
- Knowledge of the Child and Family Services Act.
- Capacity to manage sensitive and confidential situations with professionalism.
- Effective assessment, relationship building, problem solving, and organizational skills.
- Ability to work in a team environment and independently without prompting.
- Proven ability to work in a changing work environment.
- Current training in conflict resolution, de-escalation and risk assessment preferred.
- Ability to communicate effectively in English, both written and verbally.
- Proficiency in computer use including Microsoft 365 applications (word, excel, forms, etc.).
- Current Criminal Record Check, Child Abuse Registry Check, and Prior Contact Check required.
- 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.

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:

Attention: 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 for an interview will be contacted.