



GEORGIAN BAY NATIVE WOMEN'S ASSOCIATION

41 MAIN STREET, PENETANGUISHENE, ON L9M 1S7

Phone (705) 245-7044

EMPLOYMENT OPPORTUNITY

Job Opportunity: Housing Program Oshkaabawis

Reporting to: Office Manager Sheri Charlebois

Terms: Six-month contract position with possibility of extension.

Hours: 40 hours a week Monday to Friday 8:30 - 4:30 (Evenings and weekends as required)

Wage: \$25 Hourly

Job Summary

The Housing Program Oshkaabawis will work within the GBNWA Housing Team to provide support services to improve the health and well-being of urban vulnerable Indigenous persons, to assist them in achieving a good quality of life that is reflective of their needs and their culture, with a particular focus on residents of the GBNWA Aazhoogamin Wiigwaamon Gaamik Housing. The Housing Program Oshkaabawis will provide support services to Aazhoogamin Wiigwaamon Gaamik properties as needed, as well as provide short-term housing assistance to the members of the community.

Responsibilities

The Workers responsibilities will include but not be limited to:

- Answer phone calls and inquiries concerning available programs and services.
- Conduct intakes and eligibility screening for housing program services.
- Provide short-term / emergency financial assistance support services when funds available.
- Work collaboratively with the outreach prevention program team within GBNWA.
- Support essential skills development such as financial planning and budgeting for residents.
- Assist with property management of units as required.
- Accept and make referrals to outside agencies.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Maintain accurate and formal records and statistics for all clients served, complete with client listing, case notes and client files using EMHware.
- Strong familiarity with local resources.
- Reinforcing residents' life skills, including spiritual, social, and coping skills.

- Collaborate with the Housing Team to prepare for future supportive and transitional housing.
- Traditional supports and activities with goal of increasing cultural connections and sense of belonging in community (healing circles, sweat lodges, access to traditional medicines).
- Attend staff meetings as required.
- Prepare reports as required.
- Attend and participate in all required training to maintain and develop new skills.
- Other duties as may arise.

Qualifications

- Minimum diploma in a Social Service or similar field.
- Minimum 3 years previous experience working with Indigenous Communities.
- Ability to work with Community Member centered approach.
- Strong organizational, project management and time management skills.
- Experience working on a collaborative team.
- Strong connection to other social service providers within the community.
- Excellent written and oral communication skills, with emphasis on keen listening and ability to effectively interpret verbal communications.
- Working knowledge of Microsoft Office applications including Word, Excel, Power Point, Publisher etc.
- Reliable vehicle, appropriate vehicle insurance coverage and valid Ontario "G" class drivers license and ability to travel.
- Current, valid vulnerable sector Screening, criminal record check, Valid First Aid/CPR
- A cellular phone and internet access is required with this position.

Hiring of Indigenous People will be given preference, as allowed under Section 24 of the Ontario Human Rights Code – Special Programs. Only those selected for interview will be contacted

Please submit a cover letter, resume, and three (3) references to:

Attention: Mrs. Sheri Charlebois

Georgian Bay Native Women's Association

41 Main Street, Penetanguishene, ON L9M 1S7

Phone (705) 245-7044

Email riscp@gbnwa.ca

Closing Date: Thursday April 11th at 4:30PM

We thank all applicants, however only those that pass the initial screening will be contacted for an interview.