Housing Case Manager – Anishnawbe Wigwam Nooddimoshin Original People's Housing Help
Internal/External

Na-Me-Res (Native Men's Residence), located in Toronto, is a diverse, multi-service organization. Our Mission Statement is: *Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' (Native Men's Residence) mission is to provide temporary, transitional and permanent housing to Aboriginal men experiencing homelessness in Toronto, while providing outreach and support services to the broader Aboriginal Homeless population.*

MAIN FUNCTION:
The Case Manager will provide confidential case management services that address the basic needs of clients and provide supports which assist clients to be self-sufficient and to stabilize existing housing at four sites, while maintaining housing with the resources required to enhance the quality of their life. The Case Manager will also provide supports through traditional teachings and Elders in the community.

DUTIES AND RESPONSIBILITIES:
- Completing intakes, assessments and developing personal case plans
- Implementing individualized case plans with an emphasis on collaborative goal setting
- Determining the appropriate services, completing referrals to meet clients' needs and engaging in necessary follow up
- Collaborating with appropriate community service partners as part of an inter-disciplinary case-management team to meet the goals of the personal case plans
- Maintaining concise, up to date case notes and organized client files
- Develop short and long term goals to maximize a client's chances of remaining successfully housed
- Provide tenant/housing provider mediation service as required and any other interventions that may be necessary
- Assess client's health and identify life skills needs
- Ability to identify and manage crisis situations, facilitate conflict resolution and de-escalation
- Providing statistical data to the Program Manager on a timely and regular basis
- Assisting in development and implementation of relevant programming
- Provide all reports to City of Toronto and Na-Me-Res as required
- Other related duties as identified by the Program Manager

REQUIREMENTS:
- 3-5 years' experience working in a social service setting
- Post-secondary diploma or degree in a related field
- Successful candidate to provide a current (dated within the last 90 days) CPIC as a condition of employment
- Strong crisis intervention and problem solving skills
- Excellent interpersonal and communication skills
- Computer literacy including demonstrated competence with Microsoft Office (experience with database software is an asset)
- An understanding of Aboriginal history, traditions, culture and approaches

The following skills are an asset:
- Valid Ontario G class driver's license and a clear driving abstract
- First Aid/CPR certified

Na-Me-Res encourages Aboriginal applications (First Nation, Metis, Inuit and those who self-identify). We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

CLOSING DATE: Applications will be accepted until **April 11, at 5:00pm**
(Hand delivered applications will not be accepted, please no phone calls)
A resume and cover letter can be mailed, faxed or emailed to:
Human Resources
26 Vaughan Road, Toronto, ON M6G 2C4
Fax #: (416) 652-3138 / **Email:** jobs@nameres.org