



Job Posting – Internal/External

POSITION: Case Manager Trainee – 1 year contract

LOCATION: Native Men's Residence

SHIFT: 9 to 5pm.

Na-Me-Res (Native Men's Residence) located in Toronto, is a diverse, multi-service organization. Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' 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:

To provide case management support to residents of the Na-Me-Res emergency shelter and facilitate skills development and life skills sessions both one on one and in group settings

DUTIES AND RESPONSIBILITIES - to assist in the following:

- Complete assessments and develop case plans in partnership with clients
- Provides information, referrals and follow-up services to clients
- Assist clients to access community based services as required
- Maintain accurate and up-to-date case files and documentation
- Provide written reports as requested
- Participate in and attend team meetings
- Plan and deliver life skills and recreational programming
- Complete all assigned training and certifications
- Other related duties as assigned by supervisor

QUALIFICATIONS:

- Applicant must have completed post-secondary education in the field of social work or related field
- No previous experience required – new and recent graduated are encouraged to apply
- Applicant must be eligible for services from Miziwe Biik Aboriginal Employment and Training
- *Successful candidate to provide a Police reference check as a condition of employment*
- Ability to function in a team approach to service delivery
- An understanding of the circumstances & issues affecting the client group (i.e. addictions, homelessness, trauma, harm reduction, racism and discrimination)
- Excellent communication skills
- Must be registered and working with Miziwe Biik Aboriginal Employment and Training

Na-Me-Res encourages Aboriginal applications (First Nation, Métis, 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:

A resume, cover letter, and references can be sent to:

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

Fax # (416) 652-3138 / **Email:** jobs@nameres.org

(Hand delivered applications will not be accepted and no calls please)



**Miziwe Biik
Aboriginal Employment & Training**

**Service
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