



**miskanawah**

empowerment • strength • family

Miskanawah (meaning, 'many little paths' in Cree) is an Indigenous-led organization offering supportive services grounded in cultural traditions and teachings, and we believe children, youth and families thrive in a culturally responsive community.

Miskanawah recognizes our home fire as the heart of belonging and essential to building strong, resilient Indigenous communities. Founded on the principle of Wahkotiwini: living in relationship, Ka-pe-kiwehtahat (meaning, 'bringing them home' in Cree) is an extension of Miskanawah's community of care, where we envision our circle of relatives supporting Indigenous children, youth, families and single adults in building their home fire using traditional approaches to healing and wellness. Through the development of culturally grounded housing support services, Ka-pe-kiwehtahat seeks to increase access to affordable, safe housing options and prevent housing breakdown for Indigenous people in the Calgary community.

## POSITION

### **Ka-pe-kiwehtahat: Housing Locator**

**Program:** Ka-pe-kiwehtahat

**Reports to:** Team Lead

**Salary:** \$50,000 - \$55,000

**Location:** Calgary, AB

**Position Type:** Full-Time

**Hours:** Monday to Friday (37.5 hours/week)

#### **Position Summary:**

The Housing Locator is responsible for supporting program participants to be rehoused, by researching and coordinating appropriate viewings on the participant's behalf. The Housing Locator will educate participants to engage in respectful home maintenance and relations with housing providers, to prevent eviction and preserve tenancy. The Housing Locator will coordinate with the Housing Support Worker regarding financial subsidy and diversion supports, to support families, singles and youth to transition to safe and affordable housing in the community.

#### **Core Competencies:**

- Cultural Sensitivity
- Client Focus
- Adaptability
- Communication
- Resourcefulness
- Harm Reduction
- Teamwork



**miskanawah**

empowerment • strength • family

### **Job Responsibilities:**

- Attend RTA (Residential Tenancy Act) court with participants to maintain participant's current housing.
- Educate participants to engage in respectful home maintenance and relations with housing providers, to prevent eviction and preserve tenancy.
- Support participants to complete a rental application.
- Attend rental walk throughs with participants and support with the lease signing process. This includes ensuring that the landlord/housing provider is aware of key cultural practices (smudging) and connections that are important to participant sustainability.
- The Housing Locator will coordinate with the Housing Support Worker regarding financial subsidy and diversion supports. This includes facilitating third party payment direct to the landlord or housing provider.
- Sourcing, identifying and sharing housing resources for the purpose of rehousing participants in the community.
- Develop and maintain relationships with landlords and property management agencies that are in the best interest of persons served.
- Coordinating the disbursement of program funds for damage deposit and first month's rent, as required and where funds are not available through Alberta Works or other sources.
- Assist the Housing Support Worker in implementing participant service plans to support with housing location.
- Maintaining a data base of housing resources for staff and client use.
- Determine safety and appropriateness of units (according to Alberta Health Services Minimum Housing and Health Standards).
- Maintain knowledge and relationship with Calgary area subsidized housing agencies.
- Administrative Duties: Tracking housing placements, updating spreadsheets, filling relevant paperwork in client files.
- Collaborate with other housing locators and liaisons to discuss best practices as well as ongoing unit availability.
- Attend and actively participate in program staff meetings.
- Other related duties as required by the Team Lead

### **Skills & Experience:**

- Have a thorough understanding of Housing First and Harm reduction best practices
- Assessment and referral knowledge in the Calgary social service community
- Understanding of the Residential Tenancies Act and associated legislation
- Proficient computer skills required



**miskanawah**

empowerment • strength • family

- Excellent written and oral communication skills required
- A strong understanding and passion for homeless prevention and shelter diversion work is an asset
- Skill in developing and maintaining community partnerships
- Ensure a vast knowledge of Calgary and area resources available to families, single adults, youth and how to access them
- Previous work with Indigenous families is an asset
- Ability to manage deadlines: proven organizational and time management skills
- Strong people skills: friendly, energetic, calm under pressure
- Act as a role model, showing positive interaction and problem solving
- Ability to maintain a high level of accuracy in preparing and entering information
- Ability to exercise good judgment and maturity

### **Job Requirements:**

- Diploma in a human service field with related experience
- Minimum 2 years of experience working with vulnerable persons who have complex needs, preferably within the homeless-serving sector
- Case Management experience, preferably within the homeless-serving sector
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Valid Standard First Aid Certificate with CPR level C
- Current Police Security and Child Intervention Record checks with satisfactory results
- Suicide and Self-Harm Awareness Training
- Crisis Intervention Training
- Indigenous Awareness Training
- Diversity Training
- Harm Reduction and Naloxone Training
- Use of a reliable vehicle with \$2,000,000 liability, permission to carry passengers and business coverage on the vehicle
- Valid driver's license and a driver's abstract with minimal demerits

### **Work Conditions:**

- Interaction with youth, employees, management, and the public at large
- Interaction with others under varying circumstances, including situations of a highly sensitive nature
- Attendance and participation in training
- Intermittent physical activity including walking, standing, sitting, and lifting



**miskanawah**

empowerment • strength • family

- Occasional overtime
- Working in a busy environment with frequent interruptions
- Flexible hours, including occasional evenings and weekends

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to [careers@miskanawah.ca](mailto:careers@miskanawah.ca) and reference **“Ka-pe-kiwehtahat Housing Locator ”** in the the subject line.