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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 Support Worker**

**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 Support Worker will liaise with community partners from a wide variety of agencies who are likely to be connecting Indigenous families, single adults and youth who are unstably housed. The Housing Support Worker will work directly with Indigenous families, single adults and youth, providing targeted assessment, support and resources to ensure families and individuals remain housed. The Housing Support Worker will strive to reduce barriers for families, singles and youth to access services and navigate systems, and ensure families, singles and youth are connected to cultural resources and activities.

#### **Core Competencies:**

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



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### **Job Responsibilities:**

- Receive community referrals for Indigenous families, single adults and youth who may be experiencing housing instability.
- Support program participants to evaluate their current housing, and explore rehousing into safe and affordable homes, as needed.
- Facilitate an income assessment and budget with each participant, to help determine housing and income support needs.
- Provide participants with systems navigation support, including access to Alberta Works, financial resources, and community referrals for additional basic needs items and social support, to develop housing sustainability.
- Collaborate with community agencies to support the needs of Indigenous families, single adults and youth who may be at risk of becoming homeless.
- Complete requests for Alberta Works emergency placement with persons served and assist them with the request process.
- When prevention methods are not successful, ensure safe, supportive, and efficient transition into temporary housing and/or hotel accommodation, including the provision of food and basic needs.
- Provide brief cultural outreach support for a variable caseload, including connection to the Cultural Oskayapewis.
- Assist families, single adults and youth to implement their plan of action to reduce risk factors and help address their needs.
- Coordinate with Alberta Works to ensure ongoing financial support needs are met.
- Maintain client files and data systems entries in accordance with Accreditation standards and agency standards of practice.
- Be fully informed on the services and resources offered within the larger community that may be helpful in stabilizing a person or family's housing.
- Work collaboratively with Miskanawah programs and other key community service providers as indicated by each family, single adult and youths' unique situation and needs.
- Educate participants to engage in respectful home maintenance and relations with housing providers, to prevent eviction and preserve tenancy.
- Refer families, single adults and youth to cultural and social supports as requested, and follow up on referrals to ensure that families are accessing identified supports.
- Other duties as assigned.

### **Skills & Experience:**

- Have a thorough understanding of Housing First and Harm reduction best practices
- Assessment and referral knowledge in the Calgary social service community



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- Understanding of the Residential Tenancies Act and associated legislation
- Proficient computer skills required
- 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



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- Attendance and participation in training
- Intermittent physical activity including walking, standing, sitting, and lifting
- 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 Support Worker ”** in the the subject line.