



miskanawah
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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: Team Lead

Program: Ka-pe-kiwehtahat

Reports to: Manager

Salary: \$60,000 - \$65,000

Location: Calgary, AB

Position Type: Full-Time

Hours: Monday to Friday (37.5 hours/week)

Position Summary:

The Ka-pe-kiwehtahat Team Lead is responsible for leadership and supervision of the Housing Support Team. The Team Lead will provide oversight, operational support and coordination of program activities and staff to support housing stability and cultural connection for Indigenous families, singles and youth in the Calgary community. The Team Lead will strive to support staff in reducing barriers for families, singles and youth to access services and navigate systems.

Core Competencies:

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



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Job Responsibilities:

- Determine staffing requirements and oversee the hiring of program staff.
- Support staff curiosity, learning and engagement with Indigenous culture and ceremony; promote staff connection with the Cultural Oskayapewis and Elders; collaborate with Miskanawah Cultural Team.
- Collaborate with community agencies to support the needs of Indigenous families, single adults and youth who may be at risk of becoming homeless.
- Support the Program Manager to develop program processes, including referral and outreach development, intake, assessment, goal and transition planning for program participants.
- Coordinate program activities by scheduling work assignments, setting priorities, and delegating work accordingly.
- Responsible for managing program budget.
- Conduct regular team meetings.
- Ensure that all employees comply with agency policies, procedures, and ethical standards.
- Maintain client files and data systems entries in accordance with Accreditation standards and agency standards of practice.
- Work collaboratively with Miskanawah programs and other key community service providers to support the building of relatives for program staff and participants.
- Responsible for contributing to the Annual Report, Oral Truthing Ceremony and other program evaluation and reporting activities as required.

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
- 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
- Ability to maintain a high level of accuracy in preparing and entering information
- Self-motivated; uses initiative



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- Act as a role model, showing positive interaction and problem solving
- Ability to exercise good judgment and maturity
- Leadership and/or coaching experience an asset

Job Requirements:

- Diploma in a human service field with related experience
- Minimum 5 years of experience working with vulnerable persons who have complex needs
- 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
- 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 and reference **"Ka-pe-kiwehtahat Team Lead "** in the the subject line.