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Ka-pe-kiwehtahat External Agency Coordinator

Location: Calgary, AB
Position Type: Part-Time
Hours: Monday – Friday (20 hours/ week)
Program: **Ka-pe-kiwehtahat**

Position Summary:

Ka-pe-kiwehtahat external agency coordinator will work with non-Indigenous homeless-serving agencies in Calgary to strengthen their own capacities to serve Indigenous people through culture.

This will include strengthening partnerships and increasing outreach efforts with other homeless-serving agencies; inviting clients of other agencies to join Miskanawah' s existing cultural services and ceremonies; offering cultural workshops and group-based cultural programming in other agencies' facilities; offering on-the-land healing opportunities and ceremony for clients of other agencies; and supporting other agencies in cultural awareness, competency and humility training.

Ka-pe-kiwehtahat external agency coordinator will work with each agency to assess need and find solutions to best fit those needs.

Core Competencies

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



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Responsibilities

- Act as a role model showing positive interaction and problem solving;
- Liaise with other homeless serving agencies to ensure good relations
- Be fully informed on cultural services and needs of the homeless serving agency and clients.
- Work collaboratively with sector agencies, key stakeholders, and community resources.
- Follow up on all referring agencies and their families, single adults, youth.
- Follow up on referrals to ensure that families are accessing support.
- Other duties as assigned.
- Assist Elders & take responsibility for supporting Elders when working with Miskanawah

Skills and experiences:

- Ability to prioritize, time manage, and multi-task in a fast paced environment
- Strong customer service background
- Ability to communicate effectively both verbally and in writing
- Ability to problem solve independently
- Flexible and adaptable to new tasks
- Demonstrate sound judgement and decision-making skills
- Previous work with Indigenous families is an asset
- Ability to manage deadlines
- Strong people skills; friendly, energetic, calm under pressure
- Self-motivated, uses initiative, detail oriented
- Proven organizational, time management and multi-tasking skills
- Ability to maintain a high level of accuracy in preparing and entering information
- Ability to exercise good judgment, and maturity

Requirements:

- Knowledge of, and familiarity with Indigenous cultural traditions
- Willingness to engage with diverse Indigenous ceremonies and Elders/Knowledge Keepers
- Diploma in Human Services or related field
- Ability to take initiative
- Ability to work individually as well as part of a team
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Criminal Record and Vulnerable Sector Check



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- Child Intervention Check
- Valid First Aid or CPR certification
- Dual COVID vaccinations
- Suicide Awareness Training
- Crisis Intervention Training
- Self-Harm Training
- Quality Improvement and Outcomes Training
- Indigenous Awareness Training
- Diversity Training

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 External Agency Coordinator”** in the the subject line latest by **October 22, 2021**.