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## POSITION

### **Ka-pe kiwehtahat Case Manager**

**Location:** 2335 – 30 Avenue NE  
**Position Type:** Full Time Mon – Fri  
**Hours:** 37.5 hours per week  
**Program:** Ka-pe-kiwehtahat

#### **Position Summary:**

Ka-pe-kiwehtahat (“bringing them home” in Cree) is a housing and homelessness diversion program grounded in Indigenous values, supporting Indigenous people to secure and sustain safe, stable housing while fostering connections to culture, community, and ceremony.

Housing Case Managers provide short-term, wraparound support to individuals experiencing housing instability, focusing on accessing affordable housing and preventing housing loss. In this role, staff work alongside participants, and collaborate with community partners to navigate systems and strengthen pathways to housing stability.

#### **Job Responsibilities:**

- Conduct intake assessments to determine housing needs and ascertain eligibility
- Provide internal and external referrals as needed
- Advocate and assist relatives in navigating systems that may not reflect their cultural norms or needs
- Maintain accurate, confidential case notes, files, and outcome data
- Provide collaborative, person-centred case management
- Work collaboratively with landlords, community housing agencies, property managers to develop and maintain relationships that contribute to housing opportunities
- Provide short-term case management including ongoing follow ups and revising housing and wellness plans as needed
- Facilitate connections to cultural offering available through Miskanawah and external agency's when appropriate
- Conduct home and/or community visits as needed
- Prepare and submit accurate reports and records
- Work collaboratively with finance team to ensure payments are delivered on time



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### **Skills and experiences:**

- Experience working within the housing sector
- Strong understanding of housing systems
- Experience supporting vulnerable populations
- Excellent assessment, planning and advocacy skills
- Excellent communication and interpersonal skills
- Work occasional evenings and weekends
- A strong understanding and passion for homelessness prevention and diversion work is an asset

### **Requirements:**

- Degree or diploma in a human service field or related experience
- Experience working with vulnerable populations experiencing complex needs within the housing sector
- Case Management experience is preferred
- Knowledge of, and willingness to engage in Indigenous culture, practices, ceremony and traditions
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually and as part of a team
- Current Police Security and Child Intervention Record checks
- Use of a reliable vehicle with \$2,000,000 liability insurance
- Valid Class 5 driver's license and a driver's abstract with minimal demerits

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 [tgilbert@miskanawah.ca](mailto:tgilbert@miskanawah.ca) and reference "**Housing Case Manager**" in the subject line. We thank all applicants, however, only those selected for interview will be contacted.