



## **Job Posting - Internal/External**

**POSITION:** Case Manager – Mino Kaanjigoowin – 10 month contract

**SHIFT:** M-F, 8am-4pm

**SALARY:** \$49,125.00

RECEIVED  
OCT 31 2018

**Na-Me-Res** (Native Men's Residence) located in Toronto, is a diverse, multi-service organization. Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' mission is to provide temporary, transitional and permanent housing to Aboriginal men experiencing homelessness in Toronto, while providing outreach and support services to the broader Aboriginal homeless population.

**MAIN FUNCTION:** As a member of the Mino Kaanjigoowin team, the Case Manager provides physical, emotional, mental and spiritual care and support for clients with mental illness, concurrent disorders and special needs in order to assist them to effectively transition from homelessness to stable and secure long-term housing.

### **DUTIES AND RESPONSIBILITIES:**

- Completing intakes, assessments and personal case plans
- Implementation and ongoing review of individualized case plans
- Determining the appropriate services, completing referrals to meet clients' needs and engaging in necessary follow up
- Collaborating with appropriate community service partners as part of an inter-disciplinary case-management team to meet the goals of the personal case plans
- Coordinating recreational and psychoeducational activities
- Maintaining an accurate record of all encounters with clients
- Maintaining client privacy and confidentiality
- Other duties as identified by the Program Manager

### **REQUIREMENTS**

- Post-secondary degree in a related field
- 3-5 years' experience working in a social service setting
- Successful candidate to provide a Police reference check as a condition of employment
- Strong knowledge of services available for individuals who are homeless and struggling with mental illness
- Superior crisis intervention and problem solving skills
- Excellent interpersonal and communication skills
- Understanding of Aboriginal history and culture
- Ability to work independently and as part of a team
- Computer literacy including demonstrated competence with Microsoft Office (experience with database software is an asset)

*The following skills are an asset:*

- Valid Ontario's driver's license and a clear driving record
- First Aid/CPR certified

**Na-Me-Res** encourages Aboriginal applicants (First Nation, Métis, Inuit and those who self- identify). We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

**CLOSING DATE:** November 12, 2018 @ 5pm

### **A cover letter and resume can be submitted to:**

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

**Fax #:** (416) 652-3138 / **Email:** [jobs@nameres.org](mailto:jobs@nameres.org)

**(Hand delivered applications will not be accepted/no phone calls please)**