



GEORGIAN BAY NATIVE WOMEN'S ASSOCIATION

562 King St., Midland, Ontario L4R 4P3

Telephone: (705) 527-7043 Fax: (705) 527-4513 Email: riscp@gbnwa.ca

Job Opportunity: Indigenous Supportive Housing Navigator

Position: Indigenous Supportive Housing Navigator

Reporting to: Team Lead GBNWA

Terms: Contract position until December 31, 2021

40 hours a week

Wage: 50,000 annual

Hours of Work: Monday to Friday 8:30-4:30 (Evening, weekends as required.)

JOB SUMMARY

The Indigenous Supportive Housing Navigator, will provide assistance to the members of the community with funding being allocated towards support services and rent supplements. Rent supplements will be allocated for maintaining housing and household set-up, such as through rent/utility deposits, arrears support, transitional housing payments and the need for individuals and families to self-isolate. Support services that will assist with basic household needs, assist with the provision of cell phones and tablets for virtual services and items like PPE's and food supplies.

RESPONSIBILITIES

The Worker responsibilities will include but not be limited to:

- Assist moving from emergency shelters into longer-term housing solutions
- Assist unsheltered households moving into longer-term housing solutions
- Assist with food security and medical services
- Provide support assisted with mental health
- Assist with transportation and personal protective equipment
- Assist with rent and emergency energy/utility funds
- Assist other supports to retain housing
- Assist housing allowances
- Assist with rent supplements
- The housing navigator will be responsible for monitoring the Program/ Initiative
- The housing navigator will ensure that all statistical data and financial reports are of the Program/Initiative collected within the appropriate time frames to support the Program/Initiative
- Work collaboratively with all team members, community services and supports
- Promote the program within the Indigenous community
- Other duties as assigned

QUALIFICATIONS

Education/Work Experience

- Minimum diploma in a Social Services or similar field
- Minimum 3 years previous experience working with Indigenous community
- Ability to work with Community Member centered approach
- Strong organizational, project management and time management skills
- Experience working on a collaborative team
- Strong connection to other social service providers within the community
- Excellent written and oral communications, with emphasis on keen listening and ability to effectively interpret verbal communications
- Excellent working knowledge of Microsoft Office
- Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through management feedback.
- Reliable vehicle, appropriate vehicle insurance coverage and valid Ontario "G" class driver's license and ability to travel
- Current, valid vulnerable sector criminal records check, Valid 1st Aid/CPR
- A cellular phone and internet access is required within this position

You may request a full and detailed job description by emailing admin@gbnwa.ca We thank all applicants, however only those that pass the initial screening will be contacted for an interview.

CLOSING DATE: FRIDAY JULY 30, 2021 @ 12:00 PM

**PLEASE SEND COVER LETTER, RESUME & THREE (3) REFERENCES
TO:**

ATTENTION: SHERI CHARLEBOIS, TEAM LEAD

562 KING ST., MIDLAND ON L4R 4P3

OR BY EMAIL TO riscp@gbnwa.ca