

Position: Mkaana’aa wii-giwe’aad Community Engagement Research Coordinator

Closing: Posting will remain open until filled

Term: Up to 18-month contract ending March 31, 2020

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for urban and rural First Nation, Métis, and Inuit people in Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Aboriginal community and organizational infrastructures”.

Services, provided throughout the province, from our head office located in Sault Ste. Marie and regional offices in other communities, include:

- Property management of over 2300 subsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for our tenants;
- Supporting the development of new housing; and
- Program management, development and title services to local community organizations.

We are currently seeking a **Mkaana’aa wii-giwe’aad Community Engagement Research Coordinator** for our Sault Ste. Marie location. Reporting to the **Supportive Housing Supervisor**, the successful applicant will be an integral member of the Mkaana’aa wii-giwe’aad – “Finding their way Home” program team responsible for collaborating with organizations to help build partnerships that will enhance Indigenous supportive services. The Community Engagement Research Coordinator will also work within a team that ensures culturally appropriate services and activities, supports social inclusion, traditional wellness, and creates positive outcomes for individuals experiencing homelessness.

Duties and responsibilities will include, but not be limited to, the following:

- Supporting the OAHS mission and vision and making significant contributions to the achievement of the corporate strategic plan;
- Contribute to the achievement of the Mkaana’aa wii-giwe’aad Program;
- Assist with the delivery of the Mkaana’aa wii-giwe’aad Program according to specified policies, procedures and program guidelines;
- Provide outreach to community organizations and communicates directly with the Mkaana’aa wii-giwe’aad Team to ensure alignment of program goals and outcomes are achieved;
- Develops positive rapport and leadership with external organizations to help build supportive services and participation in community activities;
- Screen calls and uses excellent listening and oral skills to provide and receive information from community organizations and individuals experiencing homelessness;
- Provides crisis prevention and intervention when required by answering calls from agencies and individuals who are referred to Mkaana’aa wii-giwe’aad Program;
- Develops and maintains contacts with community resources and keeps informed of the social and policy changes in the communities;

- Works with traditional resource people and Elders to provide traditional wellness/healing supportive services to team;
- Participates in the team meetings and in the development and implementation of plans to ensure targets and outcomes are met;
- Develops marketing material such as pamphlets, information kits and assists Supportive Housing Supervisor with final reports;
- Enters and manages data into computer system and provides monthly data reports as required;
- Maintains appointment calendars, coordinate schedules, assist with staff meetings, teleconferences, seminars and or training sessions;
- Prepares correspondence including reports, spreadsheets, graphics, presentations, emails, and letters as required;
- Provides program information as required;
- Participates in community events and gatherings to engage and inform communities of Mkaana'aa wii-giwe'aad Program;
- Understands harm reduction, addictions, Indigenous history, two-spirited and LGQBT community and human-trafficking;
- Works collaboratively with the Mkaana'aa wii-giwe'aad team, including Case Managers and Supervisor;
- Ensures proper file management and confidentiality;
- Works closely with all OAHS staff; and
- Other duties as required.

The successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people;
- Degree or Diploma/Certification in Human Services or combination of education and relevant experience;
- Previous experience working with people experiencing homelessness;
- Demonstrated interpersonal, communication and organization skills;
- Strong writing skills;
- Knowledge of community and program development;
- Ability to work with all levels of professionals in community agencies and government offices;
- Ability to collaborate with individuals, tenant groups, agencies and other organizations working towards social change;
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization;
- Strong understanding and appreciation as to how safe, affordable housing contributes to quality of life and serves as a stable foundation;
- Working knowledge of MS Word, Excel, and Power point. Experience with MS Publisher, databases, accounting systems, and project management software would be considered an asset;
- Have a strong background and understanding of Indigenous history, cultures, and homelessness; and
- Knowledge of Social Housing Act, 2011 and Housing Services Act, 2011 considered an asset.

Conditions of employment:

- Ability to travel as required;
- Ability to work varying hours/days, if required;
- Valid CPIC clearance (Criminal Records check) and Vulnerable Sector Search (VSS) required;
- Current References;
- Must be Bondable, if required; and
- Current, valid Ontario Driver's License and safe driving record (preferred).

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal housing Services offers a comprehensive compensation package (some benefits take effect after your probationary period has been successfully completed). This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - Competitive salary in pay band B4 with a range of \$39,000.00 to \$62,400.00

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

- Email to HRSSM@oahssc.ca or
- Mail confidentially to: Amanda McAuley
Human Resources and Payroll Associate
Ontario Aboriginal Housing Services
500 Bay Street
Sault Ste. Marie ON P6A 1X5

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.