



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Case Manager, Women's Transition House

Classification:	Contract Full-time	Range:	\$26.29 – \$38.11
Hours:	35 hrs/wk.	Location:	(Women's Transition House)

Position Summary

Under the direction of the Supervisor, Youth Services, the Case manager will:

- Conduct intakes, service planning and discharge planning for all residents.
- Assist residents, on an individual basis with their goal setting, and provide ongoing support to each resident in reaching their goals.
- Collaborate with internal and external resources to plan, implement, coordinate, and evaluate client care and support.
- Ensure residents are provided with the appropriate referrals for counselling, groups, classes etc.
- Plan in house trips, programs and events.
- Maintain and encourage ongoing networking with community services that will benefit the residents care.
- Regularly attend resident and staff meetings in the transition house to ensure consistency to resident care.
- Provide basic orientation and on-going support to all relief workers.
- Act as a primary staff resource for relief workers and coordinates all relief worker activities.
- Maintain ongoing case documentation.
- Prepare and submit accurate funder and client related reports and records.
- Collect resident rental payments and submit to finance.

What we are looking for

- Degree/ Diploma in the Human Service or Social Services field and 2 years' experience in a related position. Alternatively, an equivalent combination of relevant education in a related field and experience working with the Indigenous community may be considered.
- High knowledge of residential programs and RTA guidelines.
- Knowledge of indigenous and mainstream community resources.
- Knowledge of the unique dynamics that exist within the First Nations, Inuit, and Métis cultures. Including parenting issues facing young mothers.
- Knowledge of housing specific resources and community organizations and the services they provide.
- Strong time management skills; strong interpersonal skills; strong written and verbal communication skills.
- Excellent computer and technical skills.
- Solid counselling, negotiation, conflict resolution, and people management skills.
- Current vulnerable sector police record check, or ability to obtain one.
- Initiative and respect for confidentiality.

If you are interested in this job opportunity, please apply by email on or before **October 26, 2017** hcnfst@nativechild.org quoting reference number **#17-10-04**

Selection Process: The position will be filled through a review of submissions and resulting interview process. We thank you for your interest, however, only those applicants selected for an interview will be contacted.

E-mail responses only. No phone calls, please.

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

30 College Street, Toronto, Ontario M5G 1K2

Telephone: (416) 969-8510 • Fax: (647) 258-8980 • Web: www.nativechild.org