



Tungasuvvingat Inuit

**Career Opportunity
Internal/External**

**Case Manager, Youth in Transition Housing Support
(Full-time, term ending March 31, 2019)**

Tungasuvvingat Inuit's (TI) purpose is to empower and enhance the lives of Inuit. Since 1987, TI has been operating in Ottawa as a community-based counselling and resource centre.

Position Summary:

The Case Manager, Youth in Transition Housing Support will provide Inuit specific, culturally enhanced resources and supports to clients so they can assume responsibility for their own health and well-being. The incumbent will work with the client to overcome barriers and deliver crisis response and education that will help them achieve housing and stability. The Case Manager will help clients develop a plan to successfully transition from care to healthy and independent living.

Responsibilities

- Help youth develop personal goals related to their transition
- Work collaboratively with youths and their support networks to create a plan for success to support their transition
- Support youth - including providing emotional support - to identify, access and navigate adult service systems relevant to their needs as they transition to adulthood
- Provides life skills training including budgeting and skills upgrading
- Assist youths to obtain identification papers, medical coverage and non-insured health benefits
- Provide crisis intervention and conflict resolution services
- Maintain a referral-to-program process with child welfare agencies, schools and other agencies involved with youth in care
- Provide referrals to appropriate internal Tungasuvvingat Inuit resources and programs and liaise with other service providers to forge partnerships and to assist youth with financial, legal and housing supports
- Work collaboratively with all staff to create and support an integrated services network within TI's client services
- Inputs all client data and tracks statistical data as prescribed by the funder
- Complete proper and timely client case notes
- Organizes and maintains client case files in accordance with TI's protocols
- Research and compile services available to youth transitioning from care
- Produce monthly and quarterly program reports indicating outcome and process accomplishments
- Conduct program evaluation to assess the success of the program

Education and Experience

- Social Service Worker degree or equivalent in education, training and experience
- 3-5 years' experience in the child and youth welfare field
- Experience working with and for Inuit is an asset

Knowledge, Skills and Abilities

- Knowledge of issues related to youth in care
- Knowledge of available youth services resources in Ottawa and the surrounding area
- Experience in conducting intake, individual counseling and group facilitation
- Ability to initiate, develop and deliver programming
- Strong interpersonal and communication skills and the ability to work effectively with youth, fellow employees and others
- Strong initiative; motivated and able to work independently and with a high degree of autonomy
- Knowledge of Inuit Qaujimajatuqangit and respect for Inuit culture and values
- Fluent in English; fluency in Inuktitut is a definite asset
- Proven track record of dependability and reliability
- Ability to handle sensitive issues with tact, diplomacy and confidentiality
- Ability to work evenings and weekends when required
- Computer proficiency (internet, Word, Excel, etc.)
- Valid driver's license and own reliable transportation is essential. Mileage reimbursement is provided
- Ability to travel as required

Working Conditions

The incumbent will allocate their time both in a comfortable office environment as well as outside the office to attend training, meet with clients at various locations to provide advocacy and support, and at other venues both within the city of Ottawa and outlying areas as required.

Exposure to potential crisis and risk situations

Deadline for applications is May 18, 2018

To apply, please submit your resume and cover letter to careers@tungasuvvingatinuit.ca

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The applicant hired for this position will be required to obtain a vulnerable sector police records check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.