



Employment Opportunity: Shelter Case Manager

Location: Halifax, NS

Salary Range: \$22.00 per hour

Employment Term: Casual Part-Time

Reports To: Shelter Manager

General Description:

Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Shelter Case Manager**. The Mi'kmaq Native Friendship Centre has an Emergency Shelter which provides support to clients who are homeless. The Emergency Shelter Case Manager (ESCM) assists and supervises guests utilizing the shelter. The ESCM will ensure that the shelter is a safe, secure and orderly residence that meets provincial and municipal health standards; will treat all clients and other staff members with respect and dignity and will provide support for clients with the goal of connecting clients to obtain services in assisting with achieving housing.

Key Responsibilities:

- Intake of individuals accessing shelter
- Supervising guests in Shelter area
- Attend to crises as they may arise
- Collecting daily data and submit shift reports (utilize staff communication binder)
- Input of data entry (MNFC & Homeless Individuals and Families Information System (HIFIS))
- Provide compassionate, person-centred, non-judgemental care for guests
- Create a welcoming and safe space for all vulnerable people
- Provide information on available services in the community
- Provide feedback to management on shelter operation
- Follow the established policies and procedures of the shelter
- Follow personal and professional safety guidelines, program policies and always maintain a high degree of confidentiality
- On shift-cleaning duties as necessary (follow daily cleaning checklist)
- Strip beds daily, wash bedding, towels and any other workplace materials
- Ensure the food checklist is up to date daily (expiry dates of food in fridge), any food waste is disposed of properly
- Ensure client check in list (attendance) is current and up to date
- Offer support and link clients to other health and ancillary support services based upon the clients identified needs with the ultimate goal of achieving housing
- Advocate for clients when needed
- Ensure services to clients are reflective of the "Whatever It Takes" model, which emphasizes client choice, harm reduction, trauma-informed care and psycho-social rehabilitation

- Actively participate in team meetings and discussions
- Work in tandem with the multidisciplinary team of the Mi'kmaw Native Friendship Centre (Direction 180, Mainline Needle Exchange, Housing Support)
- Attend professional development training as needed
- Adhere to all the Mi'kmaw Native Friendship Centre policies and processes
- May perform other related duties as assigned

Qualifications:

- Preferred education and experience in Social Work, Substance Use (Addiction), Mental Health Services or Human Services.
- 1-5 years' experience working in a community based program considered an asset
- Experience working with at risk individuals considered an asset
- Non-Violent Crisis Prevention and Intervention
- Valid First Aid & CPR
- Completion of Naloxone Training
- Must possess strong conflict resolution skills & interpersonal skills
- Demonstrated ability to work independently with little supervision as a member of a team
- Computer literate; able to effectively use a computerized database (HIFIS & MNFC) with necessary skills in Microsoft Office Applications.
- Detail-oriented with active time management, organizational, written, verbal, critical thinking skills.
- Must provide an updated Vulnerable Sector Check & Child Abuse Registrar upon hire

Application Deadline: Position Open Until Filled

Submit Resume to: HR@mymnfc.com with Subject: "Shelter Case Manager"

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel working within this job title.

The Mi'kmaw Native Friendship Centre is an equal opportunity employer; and complies with all fair employment practices laws. We are committed to providing a workplace free from unlawful discrimination and harassment and prohibit the same against employees, applicants or other covered persons by co-workers, supervisors, managers, or third parties based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veterans status, disability unrelated to job requirements, ethnicity, genetic information, military service, political affiliation, marital status and pregnancy or other protected status.

Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.

Covid-19 potential impact- This position is requires the incumbent to work onsite as the program is deemed an essential service. There are current COVID -19 restrictions in place, use of PPE as well as social distancing for safety of staff and community.

*Only those applicants who are screened in for an interview will be contacted.