**POSITION TYPE: Full Time 40 hours per week – Monday to Friday.**

**POSITION SUMMARY:**

The Housing Case Manager provides assistance to women residing in transitional housing at Dana’s House to support transition plans and addressing their core needs through resources, referrals and case management strategies. Cultural and skills-based programming is organized and supported.

**PRIMARY RESPONSIBILITIES:**

## **PROGRAM SUPPORT:**

Key Outcomes:

1. Women have a stable environment while they are released from remand, provincial and federal prisons or leaving homelessness or unstable housing situations.
2. Women’s goals towards sobriety, employment, regaining family ties, working towards regaining care of children, education and/or training, housing are met through transitional housing support and access to resources, treatment and housing.
3. Women find meaningful opportunities to engage in working towards personal empowerment
4. Women are connected to culture and programming supports to assist them with addressing their core needs
5. Housing is safe and secure and maintain guest management
6. Promotes healing and wellness

Responsibilities:

1. Provide individualized resources and referrals to address the overall wellness of the women.
2. Establish weekly/monthly service plans to guide individual services
3. Provide resources and supports towards stabilization and engaging individual transition plans
4. Engage networks, community and neighbourhood relationships
5. Prepare and engage monthly programming schedule for the house
6. Conduct screenings and intakes
7. Provide team leadership of residential workers
8. Conduct staff schedule with Program Manager
9. Provide emotional support and interactions with the women
10. Maintain staff communication and data base systems
11. Maintain case notes and appropriate file requirements
12. Works with provincial and federal institutions, parole and probation and child welfare to benefit the needs of the women.

**B. PROFESSIONAL DEVELOPMENT:**

Key Outcomes:

1. Maximizes skill development.
2. Encourages leadership
3. Influences collaboration and collective impact

Responsibilities:

1. Participate actively in orientation, supervision, evaluation, in-service training, and performance developmental programs.
2. In conjunction with the supervisor, identify areas of personal strength and weakness.
3. Develop goals and action plans to increase work performance.
4. Assume responsibility for contacting direct supervisor to receive assistance, advice or to report in the event of an emergency or questionable occurrence.
5. Participate in opportunities for learning and enhancing skills
6. Develop networks that enhance referral and resource opportunities.

**C. INTEGRATIVE TEAM MEMBERSHIP:**

Key Outcomes:

1. Team is strengthened and energized by the employee’s participation.
2. Team is integrative and collaborative

Responsibilities:

1. Attend and participate in regular team meetings.
2. Contribute to team effectiveness by regularly initiating the request for feedback, by being open to feedback, and by sharing one's own perceptions and opinions in a clear, calm and respectful manner.
3. Encourage and support change by providing feedback, making recommendations for improvement and following through on team decisions.
4. Engage in the training, supervision and evaluation of volunteers and practicum students, as needed.
5. Engage in activities as per evolved through team decisions and directions related to agency effectiveness.
6. Be willing to take the lead of events, projects and collaboration to support agency effectiveness and evolving client supports
7. Be flexible and willing to support beyond your program when required for other programs, agency activities and projects that occur during or post work hours as an integrated and supportive team member.
8. Work as an integrative team which includes being engaged in an overall agency system of care as a part of the function and support to empower EFry populations.

**D. ORGANIZATIONAL RESPONSIBILITIES:**

Key Outcomes:

1. The agency is strengthened and energized by the employee’s participation.
2. Tasks are completed thoroughly, accurately and in a timely manner.
3. Adherence to all agreements, contracts and policies is complete.

Responsibilities:

1. Review information and access direction on a regular basis to ensure a clear understanding of expectations.
2. Communicate, both orally and in written form, in a clear, concise, grammatically correct and timely fashion.
3. Maintain structure of program as outlined by the funding agreement and agency direction
4. Present self in a professional manner including suitable dress, attitude, punctuality, preparedness and presentation.
5. Promote the EFry to the community by participating on assigned committees and attending relevant meetings.
6. Provide support to all components of service including, but not limited to, consultation, involvement in agency events/fundraising, and assistance to all agency programs and locations.
7. Gather and organize documentation including client narratives, outcome measurement information and data required for funding proposals and public education initiatives.
8. Ensure that all activities and responsibilities of the program reflect agency expectations and values and/or partnership and all relevant funding agreements.

**REPORTING RELATIONSHIPS:**

Immediate Supervisor – Program Manager

**QUALIFICATIONS**

**Education and Employment Experience:**

* Undergraduate or diploma in justice, social work, or other related
* In cases where a degree has not been secured – relevant experience may be considered in lieu of the educational requirement
* 2-5 years’ experience minimum
* Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook, TEAMS and Google Documents
* Excellent oral and written communication skills

**Exhibited Skill Sets:**

* Strong communication and interpersonal skills.
* Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
* Impeccable organizational skills to provide accurate and timely documents and paperwork
* Ability to work independently and effectively as part of an integrative team.

**Cultural:**

* A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive practice.
* Strong cultural knowledge and understanding of traditional and ceremonial teachings
* Understanding of how to work effectively with Elders and follow traditional protocols
* Indigenous language an asset but not required.

**Legal Requirements:**

* Valid Alberta Driver’s License and access to a reliable vehicle.
* Must have a clean Vulnerable Sectors Criminal Record within 30 days of hiring date
* Must secure a Clearance Letter indicating that you do not have a criminal conviction, outstanding warrants or criminal cases that are being dealt with in the court at the time of job offer.
* Must be cleared through Correctional Services Canada

**Salary:**

* 49,950 – 52,000 Annually