

- Provide services and supports to individuals and/or families including but not limited to life skills training, financial literacy and Landlord Tenant Board education
- Transport clients to apartment/home viewings and to access housing-related supports when necessary
- Provide outreach services to those experiencing homelessness
- Provide food security supports to those experiencing food insecurity
- This position requires work outside the office environment

SALARY: \$50,000-\$56,000
plus comprehensive benefits

DEADLINE: POSTED UNTIL FILLED

SUBMIT COVER LETTER, COMMUNITY KNOWLEDGE LETTER, RESUME AND THREE (3)

EMPLOYMENT REFERENCES TO:

Can-Am Indian Friendship Centre of Windsor
 2929 Howard Ave., Windsor, ON. N8X 4W4

Attention: **HIRING COMMITTEE**

OR EMAIL APPLICATION TO: hiring@caifc.ca

We thank all applicants, however only those that pass the initial screening process will be contacted for an interview. Successful candidate must provide Vulnerable Sector Check prior to employment.

The Can-Am Indian Friendship Centre (CAIFC) is an Indigenous non-profit, service delivery organization. As such, following the **Employment Equity Act, 1993** and the **Aboriginal Employment Preferences Policy** according to the Canadian Human Rights Commission, Centre will give preference to hire Indigenous Peoples unless that preference or employment would constitute a discriminatory practice under the **Human Rights Act**.

As part of the application process, we ask all candidates to submit a one-page (community knowledge) letter providing a brief explanation of how you have experience and practice cultural safety when working in Indigenous communities. You may include your knowledge of the impacts of colonization as part of this explanation.



Can-Am Indian Friendship Centre of Windsor

2929 Howard Ave.
Windsor, ON
N8X 4W4

Tel: (519) 253-3243
Fax: (519) 253-7876
www.caifc.ca

EMPLOYMENT OPPORTUNITY

Organization: Can-Am Indian Friendship Centre of Windsor
Job Title: Indigenous Housing Coordinator (2 positions)
Particulars: 32 Hours per Week
Location: 2929 Howard Ave., Windsor, ON N8X 4W4

Job Purpose:

The Indigenous Housing Coordinator supports Indigenous community members struggling with homelessness and those in need of support with securing housing. This program directly supports clients through the process of securing and maintaining housing, as well as provides liaison supports to complimentary services such as food, health and household item supports.

Education:

- A Post-Secondary Degree or Diploma in Social Services, Indigenous Studies or related field
- Experience in the field will also be considered

Experience/Qualifications:

- Demonstrated ability in working with the urban Indigenous community
- Knowledge of Indigenous history and contemporary issues
- Excellent organizational and problem-solving skills
- Excellent oral and written communication skills
- Ability to work professionally and collaboratively with other team members and outside organizations
- Ability to adapt and respond to quickly evolving situations
- Must have a valid Ontario Drivers' License, access to an insured vehicle for client transportation and able to travel

Responsibilities:

- Identify and outreach to families and/or individuals in need of housing services and connect them with appropriate supports
- To engage in one-to-one peer support as required
- Advocate on behalf of the clients to secure services
- Provide options for a full-range of rental and/or ownership housing that offers safe, accessible and quality accommodations
- Effectively communicate with community landlords in order to provide the client with the best possible support
- Provide guidance to the individual and/or family regarding apartment search and viewings
- Set up unit viewings with landlords if the participant is unable to do so
- Attend homelessness meetings with community partners to keep up to date on current issues