



Outreach Coordinator, Women's Housing Department

Hours of Work: 37.5 hours per week

Length of Employment: Full-time Permanent

Closing date: August 19th, 2022

Open to: Internal and External applicants

The YWCA Regina exists to support and empower women, children, and youth in addressing their diverse needs in the realization of their full potential, which benefits all. And further, it exists so that:

- Women, youth, & children are safe, secure, & free from abuse,
- Women, youth, & children are empowered & supported in making healthy choices,
- Women, youth, & children are making independent choices & are taking responsibility for their lives, &
- Women, youth, & children work towards a better world for themselves & others.

Further, "YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In particular, YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships are corrupted as racism against Indigenous peoples prevails throughout the fabric of Canadian society. The Association is committed to systemic change and to actions that further justice, truth, and reconciliation for Indigenous peoples and the society as a whole." (YWCA Policy Manual).

Position Description

Under the direct supervision of the Outreach Staff Coach and the general supervision of the Senior director of Women's Housing, the Outreach Coordinator will provide support from a Housing First and Trauma Informed perspective to women and families with complex barriers to meeting their basic needs for housing, food, and safety. The duties and responsibilities include:

Service Delivery

- Connect with and build strong therapeutic relationships with women and families
- Support women and families to navigate government and community programs, advocating on their behalf where required for successful outcomes;
- Maintain positive relationships with front line teams working with our target population with a focus on agencies providing services for individuals impacted by FASD, mental health



challenges and addictions, ensuring excellent communication and collaborating/coordinating service wherever possible

- Actively work towards developing familiarity with Indigenous cultural traditions and engagement with Indigenous people and communities.
- Establish/maintain positive relationships with actors in the criminal justice system including police, prosecutors, Legal Aid, crown prosecutor, defense attorneys, and Victim Services to ensure principles, guidelines, and laws such as the Victims Bill of Rights, testimonial aids, or other supports are utilized as best they can to address the victim's needs;
- Support women and families in preparing for their move into housing including helping them to arrange utility hook up, financial planning, food planning, locating furnishings, community mapping, and developing a housing preservation plan to reduce the risk of future homelessness;
- Liaise with landlords to build positive relationships and current available housing options;
- Connect and ensure team planned activities and groups include Indigenous content;
- Establish and maintain positive relationships with other YWCA departments to ensure excellent communication and collaboration to best serve women and families;
- Follow common case planning process with each individual, as outlined by the Outreach Case Management team, including:
 - o Intake/assessment process;
 - o Person-centered case plans, goal setting and regular home visits;
 - o Follow up assessments and regular check-in as needed;
 - o Provide warm referrals to community agencies and programs in support of individual's needs and activities;

Administrative Duties

- Maintain detailed and accurate electronic case files;
- Complete VI-SPDAT/SPDAT assessments;
- Track referrals, contacts, and other stats in accordance with program standards;
- Provide verbal and written reports to staff coach at predetermined intervals;
- Attend weekly meetings to coordinate caseload and ensure regular communication;
- Cooperate with team members to ensure other administrative needs are met;
- Facilitate and lead presentations internally and externally in accordance with program needs



Qualifications:

- Experience working with Indigenous communities and cultures;
- Bachelor's degree in Social Work, Justice Studies, or other human service field OR an equivalent combination of education and experience;
- 2 or more years of case management experience is preferred;
- **Demonstrated experience working with the complex needs of people experiencing homelessness;**
- **Knowledge of the Child Welfare system, Trauma Informed Care, and Family Violence would be an asset;**
- Ability to work independently and with a team;
- Accurate record keeping ability and basic computer skills (knowledge of HIFIS would be an asset);
- Good communication and organizational abilities;
- Crisis intervention skills;
- Cultural awareness, and respect for women and children of various backgrounds;
- **Class 5 driver's license;**
- **Valid First Aid/CPR certification**

To apply: Submit a cover letter and resume including three professional references with Email and phone contact to: Bernard Mathieson Outreach Manager Women's Housing - bernardm@ywcaregina.com by Friday August 19th, **2022**.

We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume. Only applicants selected for an interview will be contacted. No phone calls please.