



2-SPIRITED PEOPLE OF THE 1ST NATIONS

Job posting for short term contract with possibility of extension

Client Care Coordinator

Under the supervision of the Executive Director, the Client Care Coordinator is responsible for the coordination, implementation and evaluation of the community support services program.

Qualifications:

- A diploma or degree in Social Work or Education fields and/or related experience with working with Indigenous (First Nations, Metis & Inuit) people.
- Ability to write concise and clear reports on activities during the reporting period.
- Ability to participate on various internal and external committees on behalf of 2-Spirits with the Indigenous and non-Indigenous community.
- Demonstrated ability to communicate effectively.
- Demonstrated program assessment, development, planning, budgeting, implementation and evaluation.
- Ability to work effectively as part of a team and to work under pressure and meet deadlines.
- Demonstrated leadership and strong interpersonal skills.
- Sound judgment and sensitivity is required in dealing with 2 Spirit people living with HIV/AIDS, Indigenous people and representatives, leaders and community groups.
- Excellent knowledge of Indigenous history, cultures and traditions.
- Ability to speak an Indigenous language would be an asset.
- Excellent communication skills.
- Must have a valid driver's license

Job duties & responsibilities:

- Coordinates home support/practical support for Indigenous people living with HIV/AIDS including personal support workers with Indigenous and non-Indigenous organizations.
- Providing referrals for health promotion, financial counseling, bereavement services, housing assistance, food bank assistance, support housing, settlement services, complementary therapies, traditional medicines & Elders, I.D. replacement, pet assistance and personal counseling.
- Participation in the community through attendance at functions, public speaking, etc., to broaden community awareness of the organization and increase its support.
- Coordinate client care with medical support services, health service providers and professionals.
- Meet all interim, progress and final program reporting requirements.
- To work closely on case management with Support Services Worker and Coordinator of Volunteer Services and Development.
- Other duties that may be required from time to time.

The deadline date for submitting resumes is **Friday, December 8, 2017 at 12:00 p.m.**

Please send your resume to the attention of the Hiring Committee by email to kerrigan@2spirits.com addressed to Hiring Committee, 2-Spirited People of the 1st Nations, 105-145 Front Street, Toronto, ON M5A 1E3

No telephone inquiries, only candidates chosen for an interview will be contacted, 2-Spirited People of the 1st Nations is an equal opportunity employer, Indigenous people living with HIV/AIDS are encouraged to apply.