



N'Amerind (London) Friendship Centre  
260 Colborne St  
London ON N6B 2S6  
Ph (519) 672-0131 Fax (519) 672-0717

---

## EMPLOYMENT POSTING

**POSITION:** Indigenous Homeward Bound Program (IHBP) Caseworker  
**TERM:** 35 Hours / Week  
**Starting Rate:** \$ 24.00 / Hour  
**Posting Date:** October 8, 2024 Closing Date: October 23, 2024 at 4:00 PM

### DESCRIPTION:

The IHBP Caseworker will work closely with and under supervision of the IHBP Coordinator to deliver this 4-phase, education-to-employment support program. The successful candidate will be a highly motivated and empathetic individual with strong problem-solving and organizational skills. The IHBP Caseworker will assist single-parent Indigenous women in attaining post-secondary education, securing meaningful employment, and with the objective of achieving prosperity and enhanced well-being for themselves and their children. By addressing social and systemic barriers in addition to providing and coordinating key supports and services, the IHBP Caseworker will support the actualization of goals and successful outcomes of both service-users and program objectives.

### QUALIFICATIONS:

- Post-secondary education in social services and/or a related field (i.e., Indigenous studies, social sciences, community studies, etc.)
- Experience working with Indigenous individuals and/or families is an asset
- Knowledge and understanding of Indigenous ways of knowing and being
- Knowledge and understanding of the social and systemic challenges and barriers impacting Indigenous peoples, specifically, those relevant to the target service-user population(s) of the Indigenous Homeward Bound Program
- Knowledge and understanding of relevant policies, legislation, and programs impacting the target service-user population(s)
- Current knowledge of Indigenous and non-Indigenous community-level supports, services and resources
- Strong communication (both written and verbal) and interpersonal skills
- Strong group facilitation and motivational interviewing skills
- Ability to receive training support, supervision and direction
- Computer proficiency including word processing and data base programs
- Daily Access to reliable transportation

### RESPONSIBILITIES

- Work both independently, and in collaboration with others, including the program coordinator, students and volunteers to deliver the Indigenous Homeward Bound Program
- Conduct motivational interviewing, case management and care planning including assessment and evaluation using a trauma-informed and strengths-based approach
- Provide social support to individuals and groups including relationship building, life skills instruction, education and employment support, basic needs support, information and referrals

- Assist service-users in navigating college-level post-secondary education (i.e., exploring academic pathways and progression planning, completing admissions and enrollment processes, completing placement/practicum processes, accessing student supports and services and providing academic support)
- Liaise, provide service-user advocacy; collaborate with institutions and community organizations to coordinate key supports and services; assist service-users in navigating and accessing supports and services
- Develop, coordinate and/or facilitate group programming and events
- Maintain organizational and service-user records
- Assist in the recruitment and involvement of service-users, volunteers and others to the program
- Assist in the preparation of program summary reports
- Utilize program budget appropriately to coordinate supplies and materials, services and honoraria as required for program delivery
- Occasional tasks as required (i.e., community outreach, child-minding, home visits, etc.)
- Undertake any other such reasonable duties as may be assigned from time to time

**INTERESTED CANDIDATES ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE, INCLUDING:**

- Cover letter
- Resume
- **Two work related references and One-character reference**
- Copy of relevant certificate, diploma, degree

**Mail or Hand Deliver:**                    **Hiring Committee**  
**Re: Indigenous Homeward Bound Program (IHBP) Caseworker**  
 N’Amerind Friendship Centre  
 260 Colborne Street  
 London, ON N6B 2S6

**Email:**                                        **oms@namerind.on.ca**  
**Re: Indigenous Homeward Bound Program (IHBP) Caseworker**

**Fax:**    **(519) 672 - 0717**  
**Attention: Personnel Committee**  
**Re: Indigenous Homeward Bound Program (IHBP) Caseworker**

**Note:**

- All applications will be screened based on the receipt of a **COMPLETE APPLICATION PACKAGE**.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- **All applicants understand and agree that by submitting a job application; at their cost, the Successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.**

**Application Deadline:**                    **October 23, 2024 at 4:00 pm**  
 Late or incomplete submissions may not be accepted.