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POSITION

Ka-pe kiwehtahat Housing Case Manager

Location: 2335 – 30 Avenue NE
Position Type: Full Time Mon – Fri
Hours: 37.5 hours per week
Program: Ka-pe-kiwehtahat

Position Summary:

Ka-pe-kiwehtahat, meaning “bringing them home” in Cree, is a housing and homelessness diversion initiative grounded in Indigenous values, collective care, and cultural connection. As part of Miskanawah's broader circle of support, this program helps Indigenous youth, families, and single adults secure and maintain safe, stable housing—while restoring relationships to community, culture, and ceremony.

Housing Case Managers walk alongside those in the community experiencing homelessness or housing instability, providing short-term (0-3 months), case management. Housing Case Managers guide and support relatives by collaboratively building personalized housing and wellness plans. Housing Case Managers work in partnership with community agencies, Cultural Elders and Knowledge Keepers to remove barriers, build trust, and help relatives find and/or maintain housing stability, with dignity and a sense belonging and community.

This role is suited for someone who is:

- Rooted in; Indigenous ways of knowing and being, cultural humility and practice
- Skilled in systems navigation and housing case management
- Committed to strengths-based, trauma-informed practice
- Passionate about reconnecting Indigenous people with their communities and identities
- Knowledgeable of support systems and services in Calgary and area.

Ka-pe-kiwehtahat encompasses a values-driven team where Indigenous ways of knowing and being are at the front of; program development, implementation, outcome collection and reporting. Ka-pe-kiwehtahat believes all our relative deserve the autonomy to build their Home Fire, the housing case manager walks alongside our relatives to support.

Job Responsibilities:

- Conduct intake assessments to determine housing needs and ascertain eligibility.
- In collaboration with relatives, develop individualized wellness and housing plans in which incorporate cultural practices and supports.



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- Assist relatives in locating safe, affordable, and culturally appropriate housing options.
- Provide referrals and/or support in identified areas of need (life skills such as budgeting, rental education, community resources and landlord mediation).
- Build strong, respectful relationships with relatives from a variety of Indigenous cultural backgrounds.
- Facilitate connections to cultural offerings availed through Miskanawah and external agency's when needed
- Advocate and assist relatives in navigating systems that may not reflect their cultural norms or needs.
- Maintain accurate, confidential case notes, files and outcome data according to Miskanawah standards
- Ensure data is tracked in the appropriate places in a timely manner.
- On-going case management while monitoring the progress of multiple intakes, conducting regular follow-ups, and revising housing and wellness plans as needed.
- Work collaboratively with landlords, community housing agencies, property managers to develop and maintain relationships that contribute to housing opportunities
- Work alongside Cultural Oskapewis (Ceremonial Helpers) to ensure relatives are provided with opportunities to be grounded in cultural practices
- Support relatives with appropriate referrals and connections preparing them to transition successfully out of short-term case management by the end of the 3-month period
- Conduct home/community visits as needed. (home smudges, moving assistance, in-person intakes, etc.)
- Ensure detailed assessment/retrieval of necessary documents prior to financial supports provided, including follow up aligned with financial reporting requirements
- Other duties as assigned

Skills and experiences:

- Experience working within the housing/homelessness diversion sector
- Strong understanding of Housing systems
- Advocacy skills
- Experience supporting vulnerable populations
- Interagency collaboration skills and an ability to independently develop and maintain relationships with community partners
- Excellent assessment and planning skills
- Administrative skills (Familiarity with HMIS, ShareVision an asset)
- Communication and interpersonal skills
- Able to work day and evening shifts (when required)
- Critical thinking skills
- Ability to make informed decisions through collaboration
- An understanding of the mechanisms which cause and enable homelessness, especially in Indigenous populations.



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- A strong understanding and passion for homelessness prevention and diversion work is an asset
- Knowledge of Calgary and area resources available to Indigenous families, single adults, youth

Requirements:

- Diploma in a human service field with related experience
- Minimum 5 years of experience working with vulnerable populations experiencing complex needs within the housing and homeless sector
- Case Management experience is required, preferably within the homeless sector
- Knowledge of and willingness to engage in Indigenous culture, practices, ceremony and traditions
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Valid Standard First Aid Certificate with CPR level B
- Current Police Security and Child Intervention Record checks with satisfactory results
- Use of a reliable vehicle with \$2,000,000 liability, permission to carry passengers and business coverage on the vehicle
- Valid driver's license and a driver's abstract with minimal demerits

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to tmakwanha@miskanawah.ca and reference **"Ka-pe-kiwehtahat Case Manager"** in the subject line. We thank all applicants, however, only those selected for interview will be contacted.