



Manitoba Keewatinowi Okimakanak Inc.

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Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
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Employment Opportunity **Post Majority Support Services Case Manager** **Full Time Position – Thompson, Manitoba**

Under the direction of the PMSS Coordinator, the PMSS Case Manager, will provide direct one on one support to clients who have reached the age of majority but need assistance and guidance as they transition into adulthood. This may include completing client intakes, assessments, and case planning. The Case Manager will ensure professional and administrative consultation and practice to ensure the success of delivering support services to clients of MKO First Nation communities. The Case Manager will guide and assist other program mentors, casual supports, and contractors to ensure clients goals are met. Utilizing and connecting with the other PMSS team members and Internal MKO programs to best serve the clients needs.

Roles and Responsibilities

- Ensure that Indigenous youth and/or young adults are eligible to receive equitable access to services and supports in all aspects of health care, education and social services under PMSS;
- Establish and maintain effective communication with external agencies, educational institutions, employers, and community organizations to facilitate a network of support for clients;
- Conduct thorough assessments of clients' needs, strengths, and challenges to develop personalized support plans;
- Providing leadership and consultation to clients with respect to program criteria that includes policies, regulations and procedures;
- Planning and Program Development to meet the needs of the PMSS clients;
- Facilitate workshops and one-on-one sessions to enhance clients' ability to navigate the challenges of adulthood;
- Maintain records of documentation both electronically and manually of client intake, recommendations and approvals which have been forwarded to finance, internal and external program resources and to the client;
- Have the knowledge and ability to navigate the eight funding streams for eligible activities for PMSS clients;
- Assessing what services and supports can be covered;
- Working knowledge of mental health services and other community resources available for the clients;
- Provide guidance and assistance in the development of essential life skills, including financial literacy, job readiness, housing stability, and self-care;
- Take direction and work with the policies, procedures, and guidelines, mission statement, and core values of MKO;
- Build positive relationships with youth, families, parents, and caregivers helping to identify personal strengths to promote growth, self-worth, and a sense of belonging;
- Navigates and identifies culturally responsive strategies and interventions as part of youth healing pathway;
- Respond promptly to crises and emergencies, offering emotional support and practical assistance to clients facing immediate challenges;
- Works collaboratively with Elders and Knowledge Keepers to develop and facilitate cultural appropriate programming to pass on traditional knowledge and cultural practices, strengthening the youth's bond and connection within their families and communities;
- Work closely with a multidisciplinary team, including social workers, counselors, and community partners, to ensure a holistic and coordinated approach to client care;
- Navigates access to existing supports and resources in the community, such as education resources, income security, housing supports, employment services and training, health and mental services, legal services, etc.;
- Ensure systems are in place for effective collaborative services to clients;
- Ensure confidentiality and safekeeping of all client and organizations documents and records;
- Generate regular reports for internal and external stakeholders to demonstrate program effectiveness and client success stories;
- MKO is political advocacy organization that works to represent the leadership and member First Nations. All staff at MKO may be given other duties as assigned that enable MKO to fulfill the mandate and responsibility to its member communities.

Education and Experience

- Certificates or experience within communications, client assessments, life coaching and mental health required;
- Bachelor's degree in social work, psychology, counseling, or a related field would be considered an asset;
- Previous experience in case management or social services, particularly with transitioning youth, is preferred;
- At least (2) years of front-line service delivery of client service delivery;
- Demonstrates knowledge of MKO;
- Demonstrates ability to learn and adapt quickly;
- Works well in a team environment;
- Must possess a valid Driver's license and be willing to travel when required;
- Produce a satisfactory criminal record, child and adult abuse registry and vulnerable sector checks.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by **4:00 p.m. on February 26, 2024** to:

Elaine Paisley at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter.

No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com