

Ka-Na-Chi-Hih Healing Lodge

Case Coordinator

SUMMARY:

As a member of the **Walking With Purpose** program at Ka-Na-Chi-Hih Healing Lodge, the **Case Coordinator** works within a multi-disciplinary team dedicated to coordinating services to youth and adults participating in the outpatient treatment program. Your role as the Case Coordinator is to deliver all-round case support services, including the handling of intake documentation, travel coordination, admission processes, active treatment care, discharge planning, and collaboration with external agencies and the Walking With Purpose team to ensure quality ongoing care before, during and after programming.

DUTIES AND RESPONSIBILITIES:

- Connect with clients to assist with the **central intake process**.
- **Provide applicants with coordinated support** and **arrange travel** with Intake Process Facilitator and NIHB.
- Offer ongoing updates to staff to maintain open communication and awareness of the client needs.
- Assist in identifying needs and goals through collaborative efforts with the clients and clinical team, ensuring ongoing completion of Individualized Treatment Plans.
- **Accurately input data and case notes** into the tracking system for effective monitoring.
- Collaborate with the team to create a resource list for clients once they complete the program.
- Complete discharge plans and coordinate travel for clients.
- Aiding in creating and facilitating the outpatient program and help with daily activities when required.
- Collaborate with the team to ensure regular and consistent communication in the program.
- **Maintain strict confidentiality at all times.**
- **Provide On-Call support** (including weekends and holidays) on a pre-scheduled rotational basis.
- Any additional duties assigned by management.

ACCOUNTABILITY:

The **Case Coordinator** is supervised by and accountable to the **Treatment Services Manager**, with ultimate accountability to the **Director of Treatment Services** for overall performance.

QUALIFICATIONS:

- **Experience in working with and networking within First Nation communities.**
- **Sound knowledge of how mental health and addiction issues impact Indigenous people.**
- Well-developed evaluation, intervention, and support skills.
- Strong understanding of various service systems.
- Strong oral and written communication skills.
- Demonstrate excellent organizational skills.
- Flexible schedule with ability to work evenings and weekends;
- Technological skills with Windows, Microsoft suite (including Outlook email and calendar, Excel, Word, PowerPoint), as well as cloud-based software including OneDrive and SharePoint
- Valid driver's license and ability provide a clean driver's abstract.
- Ability to provide clear criminal records check with Vulnerable Sectors Screen upon hire.
- Fluency in an Anishinaabe dialect (Cree, Ojibway or Oji-Cree) is preferred

Education

- **A degree/diploma or certification in social sciences** in a scope of practice or experience in addictions and mental health, or related field or equivalent training

Experience

- **3 years** of practical experience in the social services field
- Experience in working with Indigenous people, families, and communities