



PROJECT: Reaching Home
POSITION: Reaching Home Project Lead
SUPERVISOR: Program Manager, Coalition of Hamilton Indigenous Leadership
ACCOUNTABILITY: Program Manager, Coalition of Hamilton Indigenous Leadership
POSITION: Permanent Full Time (35 hours/week) dependent on funding
SALARY LEVEL: **\$52,800**

OVERVIEW

The primary focus of the Indigenous Project Lead is to support the Coalition of Hamilton Indigenous Leadership and the Indigenous Community Advisory Board's implementation of and accountability to Employment and Social Development Canada's Reaching Home program, to address and prevent homelessness of Indigenous people living in the Hamilton area.

The Indigenous Project Lead will lead the development of the Indigenous Community Homelessness Plan, through the engagement of the Indigenous community. The Plan will set the vision, goals, objectives and outcome measures of a homelessness plan for Indigenous people experiencing homelessness in Hamilton. The Plan will provide the criteria by which projects will be funded through Reaching Home.

This position will be responsible for supporting the advisory boards and selection committees as outlined in the Reaching Home program directives.

The Indigenous Project Lead will be responsible for ensuring the management of project funding agreements, including financial and activity monitoring of projects to ensure compliance with all agreements and achievement of expected results.

This position will have knowledge of the research and best practices in homelessness prevention, the experience of Indigenous people with homelessness, experience with project management, evaluation and collaboration with a wide variety of agencies, organizations and funders.

DUTIES & RESPONSIBILITIES

- Develop, implement and manage the Reaching Home program as the Community Entity
- Support the Indigenous Community Advisory Board process and decision-making
- Support the Homelessness Indigenous Selection Review Committee process and decision-making
- Monitor and analyze trends in addressing homelessness at the local, regional and national levels
- Promotes teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.
- Lead the creation of the Indigenous Community Plan to address and eliminate homelessness



- Conduct research and data analysis to support and inform the decision of the Coalition of Hamilton Indigenous Leadership and the Indigenous Community Advisory Board
- Prepare final grant recommendations to the Coalition of Hamilton Indigenous Leadership for final approval and ensure results are communicated to the Indigenous Community Advisory Board and the City of Hamilton as appropriate
- Develop project outlines and reports, policies and procedures, written reports with recommendations and implementation strategies
- To make public presentations on behalf of CHIL and ICAB with agencies, community groups and funders
- Supervision of placement and contract staff as required
- Participate in a yearly job performance evaluation
- Other duties assigned by supervisor

KNOWLEDGE & EXPERIENCE REQUIREMENTS

- Previous project management experience
- Previous supervisory experience managing, mentoring, providing direction and leading staff
- Experience working with Indigenous clients and awareness and sensitivity to Indigenous issues, communities, values, traditions, Cultural norms and practices
- Ability to establish and maintain relationships with Indigenous community, community groups and organizations serving the Hamilton Indigenous population
- Past experience working in an Indigenous organization
- Demonstrated understanding of homelessness as experienced by Indigenous peoples, including local, regional and national contexts and trends
- Strong organizational, analytical, strategic thinking and problem-solving abilities
- Proven experience in building and maintaining strong working relationships with formal and informal project partners
- Demonstrated ability to prepare and write reports, policies, plans and strategies
- Excellent presentation skills to diverse audiences
- A university degree/diploma in social work, social sciences, human services, or a related field with five years related work experience

How to Apply: Please submit your cover letter and resume by email to pm@chileadership.com

Please indicate ***the name of the position in the subject line***. We thank all applicants for their interest however only those under consideration will be contacted. Our recruitment, screening and interviewing process begins as soon as applications are received. This position will remain open until the successful candidate has been *selected*. If you are invited for an interview and require accommodation, please let us know. Interviews may be held by Zoom.