



Job Posting: Homelessness Coordinator

POSITION TITLE: Homelessness Coordinator

DEPARTMENT: Housing

CLASSIFICATION: MGO-06

SALARY RANGE: \$65,000.000 to \$77,681.000 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

REPORTS TO: Director of Housing

Brief Overview:

Under the direction of the MN–S Director of Housing, the Homelessness Coordinator will provide direct supports to the Métis citizens with housing team in the development, implementation, and administration of housing programs to support Métis citizens across the province, including providing supervision and direction to assigned staff.

Key Responsibilities:

- Report to the MN–S Homelessness Manager
- Contribute to the development and implementation of innovative and effective homelessness responses throughout Saskatchewan
- Provide guidance and support to organizations in their homelessness proposal initiatives.
- Responsible for full budget take-up of the funding to address homelessness, including budgeting, expenses, variance reporting, and program compliance
- As a Homelessness Team Member, develop and set strategic goals and objectives in coordination with the Homelessness Team
- Prepare reports which may include monthly, quarterly, and annual reports on homelessness program delivery
- Prepare and present sub-project executive summaries as needed/requested
- Create and review sub-project documentation and coordination of service delivery to ensure compliance with funding directives and guidelines
- Provide Financial and Activity Monitoring of sub-projects and provide ongoing supports ensure successful project delivery and administration
- Collection of data from subprojects and input of Reaching Home data in HERIN and HIFIS as needed

Métis Nation–Saskatchewan (MN–S)

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Saskatoon, SK S7K 0A7
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- Build and maintain strong partnerships with housing and service providers across the province
- Other duties/responsibilities as determined by the Homelessness Manager/Director of Housing

Qualifications

- Minimum 3-5 years experience in an administrative role or other similar position
- Recognized course in Business Administration or Related studies
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint

Knowledge and skills:

- Excellent verbal and written communications skills
- Strong organizational, analytical, and problem-solving skills
- Strong social skills and ability to deal with the public on a daily basis
- Microsoft Office (Word, Excel, and PowerPoint)
- Valid Driver's license and access to a personal vehicle is required
- Ability to travel

Additional requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please submit resume, references, and cover letter to hr@mns.work by **11:59pm on May 25, 2022**
- Must be fully vaccinated for Covid-19
- Work remotely with minimal supervision

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN-S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

Only candidates selected for an interview will be contacted.

