



HAMILTON-WENTWORTH CHAPTER OF NATIVE'S WOMEN'S INC.

NATIVE WOMEN'S CENTRE Employment Posting

1. Identifying Information

POSITION:	Indigenous Admission/Discharge Planner
PROGRAM/LOCATION:	Native Women's Centre Hamilton Wentworth Detention Center
SUPERVISOR:	Program Manager
HOURS:	Part-Time 24 hours flexible
DEADLINE DATE:	To apply before OCTOBER Friday 19, 2018 4:00pm

2. Position Summary

The Indigenous Admission/Discharge Planner is responsible for assisting with the discharge plan for indigenous client-base individuals/participants, scheduling appropriate after care appointments and ensuring appropriate referrals are met with clients prior to release.

The successful candidate will maintain effective communication with staff and community resources as well as maintain accountability for services provided.

The Indigenous Admission/ Discharge Planner communicates all issues to the Program Manager. The Indigenous Admission/Discharge Planner develops and implements all aspects of the discharge plan for each client and demonstrates knowledge of regulations influencing discharge plans.

3. Job Duties (includes, but not limited to):

- Conducts comprehensive assessments by methods such as client's personal one to one supports, conducting teachings, obtaining relevant information, gathering social data regarding the client and formulation of assessment and plan of intervention, in accordance with professional practice standards and policies.
- Supports the client by understanding the nature and historical trauma of the presenting issues by providing education, short-term counseling and crisis intervention and other relevant cultural groups for the individual.
- Provides comprehensive cultural support with women and men by focusing on their social, emotional and cultural needs, including adjustment to the loss of functioning and dealing with emotional and environmental crisis.
- Participate/Facilitates discharge planning with the team of the Hamilton Wentworth Detention Centre and community agencies by attending High Risk bi-weekly meetings to ensure psycho-social follow-up; staying connected with the client and once discharged ensuring care plans are coordinated with appropriate referrals and resources.



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- Establishes and maintains effective collaborative and constructive liaison relationships with a variety of individuals and groups, community providers, Indigenous community resources, hospitals, police other agencies, other health authority leads and front-line workers, on and off reserve health agencies/centres, and other agencies, in order to coordinate services across the continuum of holistic health care plan.
- Work independently
- well organized
- build trust
- value others
- communicate effectively
- foster innovation
- focus on the client
- demonstrate high ethical standards, confidentiality and integrity
- culturally knowledgeable and seasoned in Indigenous traditions and ceremonies

4. Qualifications

- Graduation from an accredited college or university, applicable experience may be substituted for a degree in the areas of corrections, policing
- 3-5 years case management/discharge planning experience
- Strong interpersonal skills, excellent communication skills (both verbal & written)

Forward your resume and cover letter with two (2) recent references to:

Cindilee Ecker-Flagg, Executive Director
Native Women's Centre
1900 King St. East PO Box 69036
Hamilton, ON L8K 1W0
FAX: (905) 664-1101
ed@nativewomenscentre.com

Thank you to all applicants applying; only those chosen for an interview will be contacted.