

Job Description

Housing Case Manager

The Housing Case Manager reports to the Director of Housing. This position provides comprehensive support and services to individuals and families in Nunatsiavut (all five communities) as well as supporting the NHC with regular administrative tasks. This role involves assessing applications, screening applications against established criteria for completeness, connecting clients with resources, and support services to achieve sustainable housing solutions.

The Opportunity:

Reporting to the Director of Housing, the Housing Case Manager will be responsible for conducting comprehensive assessments of clients' housing needs and circumstances, assisting them in navigating the housing application process, and ensuring they understand the necessary steps to secure housing. The role also involves advocating for clients' housing needs within the community and with relevant authorities, maintaining regular contact to monitor the status of their applications, and adjusting housing plans as necessary. The Housing Case Manager will develop and sustain positive relationships with community partners, housing providers, and other stakeholders to support client needs effectively. Additionally, the role requires maintaining accurate and up-to-date case files and documentation, preparing and submitting reports on client outcomes and program effectiveness, and ensuring compliance with all relevant policies, procedures, and regulations.

Who You Are:

The ideal candidate will possess a post-secondary diploma in human services, or a related field, or an equivalent combination of education and experience. They will have previous experience in case management, social services, or housing-related roles. The candidate should have a strong knowledge of housing programs, services, and resources, particularly within Indigenous communities. Excellent communication, interpersonal, and advocacy skills are essential, along with the ability to work both independently and as part of a multidisciplinary team. Proficiency in Microsoft Office Suite, Adobe, and case management software is required, as well as the ability to maintain confidentiality and handle sensitive information with discretion. Bilingual in Inuktitut and English is an asset.

Location: Nain, Rigolet, Hopedale, Makkovik, Postville

Salary: \$55,346 – 69,869

To apply for this opportunity, please submit your resume to: humanresources@nunatsiavuthousing.com

The Nunatsiavut Housing Commission is committed to building an environment that is diverse and inclusive, representative of the communities in which we serve. If you have a disability and require an accommodation(s) to participate in the application, interviewing or selection process, please contact recruitment@mcadvisory.com.

We appreciate all applicants; however, only those selected for an interview will be contacted.