

TRANSITION NAVIGATOR (FULL-TIME)

This position is a front-line residential support and monitoring role in a healing-focused transitional housing program, combining participant supervision, safety checks, basic case support, and house duties with strong emphasis on Indigenous, trauma-informed, and justice-related knowledge. The Transition Navigator reports to the Transitional Housing Team Lead.

Responsibilities

- Follow the Transitional Housing and Healing Program mission, directives, CSC policies, and complete required professional development under supervisors and mentors.
- Handle shift routines: early arrival, handover briefings, logging in duty/communication books, checking email and medication files, and maintaining sign-in/out records with up-to-date participant locations and phone numbers.
- Conduct regular safety and environment tasks: minimum three wellness checks per shift, cleanliness inspections of participant spaces, general house duties, and weekend/holiday kitchen work with participants.
- Support participants with maintaining clean, orderly suites, following house rules, and progressing on individual case plans and reports.
- Observe, document, and report behaviour, risks, and any breaches (curfew, failure to return, abnormal conditions) to Care Coordinators/Team Lead, including after-hours reporting to the National Monitoring Center and written reports before end of shift.
- Work within a team to monitor daily activities, protect participant, staff, and community safety, and ensure proper entrance procedures and role-modelled hygiene and dress code.

Required skills and knowledge

- Preferably a high school diploma, with weight given to life experience, plus desirable further education in counselling, community or program development, and experience with CSC, other justice agencies, or similar healing/rehabilitative settings.
- Strong abilities in individual counselling/support, written and oral communication, Microsoft Office, OMS and HIFIS, and exercising discretion, leadership, and

assertiveness in stressful situations with mentally strained or highly stressed participants.

- Knowledge of trauma-informed care, interpersonal communication, and Indigenous approaches to healing, particularly around intergenerational, residential school, 60's scoop, and related trauma.
- Understanding of Indigenous cultures, traditions, histories, and key frameworks such as the TRC 94 Calls to Action, UNDRIP, and other legislation impacting Indigenous peoples.

Certifications and requirements

- Must hold and maintain a Manitoba class 4 or 5 driver's licence, First Aid/CPR, Mental Health First Aid, NVCI, Food Safe and Enhanced Security Clearance.
- The position is full-time (35 - 40 hours/week), pays \$24-28/hour, and includes pension and benefits after probation.

Application details

- The agency encourages applications from underrepresented groups, including Indigenous, racialized people, and people with disabilities, and asks candidates to self-identify in the cover letter if they wish.
- Applicants should email a resume and cover letter referencing posting TH2026-02 to careers@brandonjohnhoward.ca; only qualified candidates will be contacted
- Closing date January 18, 2026 @ 4:30pm