

TRANSITIONAL CARE COORDINATOR (FULL-TIME)

This role is a case management and healing-focused position responsible for coordinating and documenting each “relative’s” (participant’s) healing journey, in collaboration with parole, community agencies, and Indigenous supports. It requires strong counseling, risk/needs assessment, Indigenous and trauma-informed knowledge, and multiple safety-related certifications.

Responsibilities

- Follow the Transitional Housing mission, directives, policies, protocols, and CSC standards, while attending meetings and engaging in professional development.
- Develop and implement case plans with Parole Officers, community agencies, and Transitional Housing staff based on Resident Action Plans, and submit monthly written parole activity reports.
- Assess dynamic risks/needs across areas like family, finances, employment, housing, substance use, relationships, stress, anger, and accountability, and document case information and reports in OMS and RAPR.
- Work with Indigenous Social History information in OMS, coordinating with Elders, Knowledge Keepers, Cultural Support Coaches, and partner Indigenous relationships to support culturally grounded healing.
- Maintain confidential participant files, ensure updated Daily Parole Allowance confirmation to the Financial Manager, and uphold relationships with community organizations providing supports and services.
- Perform any other duties assigned by the Director for Transitional Housing while maintaining consistent support across each relative’s healing journey.

Qualifications and knowledge

- Post secondary education is preferred; with maturity, education, and experience considered; requires ability to conduct individual counseling, multitask, meet deadlines, and communicate effectively with highly stressed or unstable clients.
- Needs proficiency with Microsoft Office, OMS, HIFIS, and understanding of trauma-informed care, substance use and harm reduction, Indigenous cultures and traditions, TRC Calls to Action, and other legislation affecting First Nations, Métis, and Inuit communities.

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 \$30-35/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 TH2026-03 to careers@brandonjohnhoward.ca; only qualified candidates will be contacted
- Closing date January 18, 2026 @ 4:30pm