



# AETS

**Anishinabek Employment  
and Training Services**

**Your path. Our ways.**

Serving the First Nation Citizens of: Animiigoo Zaagi'igan Anishinabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinabek, Bingwi Neyaashi Anishinabek, Kiashe Zaaging Anishinabek, Michipicoten First Nation, Pays Plat First Nation, Netmizaaggaming Nishnaabeg, and Red Rock Indian Band.

**Reaching Home Initiative  
Program Coordinator – Thunder Bay, Ontario  
(1 Full Time Contract until March 31, 2027)**

You are deeply committed to strengthening community well-being and assisting individuals on their journey toward housing stability and supporting homelessness prevention and reduction activities. You have understanding that stable housing is foundational to employment, wellness, and dignity. You bring strong case management and outreach experience, demonstrate cultural humility, and excel at building respectful, trusting relationships within Indigenous communities.

Under the direction of the Operations Manager, the coordinator will deliver housing-focused case management and proactive community outreach under the Reaching Home Initiative. The role supports AETS First Nation Citizens experiencing homelessness or at imminent risk, integrating culturally grounded wellness supports with employment pathway planning. The position includes, but is not limited to, working collaboratively with AETS staff, Elders, housing providers, community agencies, and participants to:

- Lead participant intake and complete standardized housing stability assessments
- Co-develop individualized housing stabilization, wellness, and employment pathway plans
- Provide housing search assistance, landlord liaison, and viewing coordination
- Support rapid rehousing efforts and eligible time-limited rent or move-in assistance
- Deliver eviction prevention support, budgeting guidance, and tenant education
- Conduct weekly outreach in shelters, drop-ins, encampments, and community hubs
- Provide mobile outreach support to rural and remote First Nation communities
- Advocate for participants with landlords, income-support programs, and service systems
- Coordinate and deliver monthly housing readiness and life-skills workshops
- Facilitate Elder-supported circles and culturally grounded wellness engagement
- Provide documented one-time emergency supports (rent/utility arrears, hotel bridging, move-in costs, furnishings, transportation, hygiene and food supports) in alignment with program guidelines
- Maintain accurate case notes, service logs, and within the AETS Superior Database
- Support compliance monitoring and required Reaching Home reporting
- Participate in case conferencing and collaborative planning with internal and external partners
- Prepare and submit required monthly statistical and narrative reports for internal leadership and presentation to the AETS Board of Directors
- Participate in annual planning sessions and contribute to performance measurement aligned with AETS' Strategic Plan
- Other duties as required

**Qualifications:**

Post-Secondary Diploma/Degree in Social Services, Social Work, Indigenous Studies, Community Development, Business, or related discipline. Minimum three (3) years' experience in case management, housing support services, community outreach, or labour market program delivery, or a combination of education and relevant experience.

Strong knowledge of homelessness prevention and housing stabilization practices. Demonstrated experience working with First Nation communities and understanding of culturally responsive service delivery. Excellent interpersonal and communication skills; strong working knowledge of Microsoft Office; experience with data tracking and reporting.

Must possess a valid Class G Driver's Licence and willingness to travel within the AETS catchment area. A Criminal Record Check is mandatory upon hire.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references via [aets@aets.org](mailto:aets@aets.org) to:

Recruitment Committee  
c/o Anishinabek Employment and Training Services  
523 Algoma Street, Thunder Bay, P7A 5C2

**POSITION POSTED UNTIL FILLED.**

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.