



**Aboriginal Labour Force Development Circle**  
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## **Contract Duties Description for Indigenous Mobile ID Case Worker**

**TITLE:** Indigenous Mobile ID Case Worker

**LOCATION:** City of Toronto, Community Outreach

**HEAD OFFICE:** Aboriginal Labour Force Development Circle. 274 Highway 49, Tyendinaga Mohawk Territory, ON, K0K 1X0

**REPORTS DIRECTLY TO:** Ultimate and overall authority to the Executive Director, Glenda Maracle, Aboriginal Labour Force Development Circle.

### **SUMMARY:**

This position is a contract position and the following job description provides an overview of general duties, roles, responsibilities, key qualifications, and conditions for the contract.

The purpose of the Indigenous Mobile ID Case Worker Position is to support Indigenous people experiencing homelessness access the documentation and/or identification necessary to access safe, affordable and stable housing. Through partnership with Indigenous Services Canada, the position supports ongoing commitments to Indigenous data sovereignty and will ensure that Indigenous people experiencing homelessness will have their specific identification support needs met. The Mobile ID Clinic will also support Indigenous people experiencing homelessness with the administrative burden related to accessing housing and support services as needed. The Mobile ID Clinic will also provide sector education on related program activities.

### **ROLES AND RESPONSIBILITIES:**

- Support individuals and families who are experiencing homelessness or in unstable housing situations to obtain identification needed for housing and/or housing support services.
- Support Indigenous people experiencing homelessness complete various housing applications and access needed resources.
- Work in partnership with Indigenous Services Canada to support First Nations identifying individuals to access First Nations status identification and/or applications through a Trusted Source Partnership.
- Support Indigenous people in accessing Indigenous identity documentation.
- Liaise with appropriate First Nations communities to support the Urban Indigenous population with band membership confirmation as needed.
- Communicate with various government offices and other relevant organizations to reduce obstacles preventing Indigenous individuals and families from accessing services, including housing.

- Work alongside community agencies, shelters, food programs, and other partners to ensure the effective operations of the Indigenous Mobile ID clinics.
- Maintain accurate, timely, and complete records, either digitally or on paper, as instructed. Ensure client files are completed and stored according to privacy policies.
- Ensure the security of identification until it is safely handed over to the client.
- Provide regular program updates both internally and to external partners.
- Uphold client confidentiality and comply with ALFDC's policy and procedures.
- Perform other duties related to the position as necessary.
- Maintains databases, tracks monthly statistics and project progress and completes accurate reports on service activities.
- Responds to time sensitive inquiries received by telephone or in writing from applicants, their advocates, interpreters, politicians, housing providers, and the public.
- Conducts presentations and facilitates training workshops and information sessions to inform referral partners (i.e., shelters, outreach providers), clients, and agency staff about related program activities.
- Upholds commitments to Indigenous Data Sovereignty and provides support to establishing relevant processes and policies.
- Collaborates and works effectively and respectfully with management, administrative, etc. staff from both the ALFDC and external partners to facilitate the development of goals and objectives for all programs relevant.
- Participates in community engagement, relationship management and representation when required to build relationships among ALFDC and TICAB agencies, organizations, shelter sites, geographic and/or demographic communities.
- Administers quality improvement and risk management activities within assigned area of control.

## **KEY QUALIFICATIONS:**

- Post-secondary education in a discipline pertinent to this work or the equivalent combination of education and experience.
- Experience working in a social services and human services environment.
- Experience assisting clients with accessing programs and services that they may be eligible for, including making referrals to community agencies.
- Experience working with Indigenous community with the ability to establish partnerships.
- Experience working with people experiencing homelessness, substance use, and/or struggles with mental health.
- Experience with MS Office Suite, data entry, and email management.
- Ability to work independently in a dynamic, complex environment and organize time and workload effectively.
- Ability to effectively communicate, both orally and in writing, at a supervisory level.
- Knowledge of current issues and trends in homelessness, social work, social housing, mental health, addiction, community funding, municipal trends and policies and related legislation.
- Always maintains professional integrity and cultural integrity in all aspects of the position – verbal, written and non-verbal.
- Ability to effectively prioritize work activities and meet deadlines.

- Experience working outreach in a community setting and awareness of local homelessness support services, particularly Indigenous specific support.

## CONDITIONS:

- This is a community outreach work model. Must be comfortable driving frequently and must be able to work flexible hours including weekends and evenings. Overtime is not allowed with the contract and if overtime absolutely needs to occur, prior approval must be received before it occurs and will not be paid but used as time off.
- Criminal Record Check is required.
- Valid G drivers license and clean drivers abstract required. Ability to operate an electric powered cargo van is an asset.
- Manual dexterity required to use laptop, desktop computer, labeler, faxes, photocopiers, and other office equipment as needed. Will be required to sit for long periods of time, driving, operating computer and looking at a computer monitor.
- Travel on behalf of ALFDC will be required. Must be comfortable working in a community outreach environment.
- Familiarity with government legislation in the areas of Occupational Health & Safety.
- Must report back to employer (ALFDC) and keep ALFDC apprised of all progress, endeavours related to the contract while being a team player with ALFDC staff, Board, Committee, First Nation Chiefs, and all external agencies.
- Always maintain professional integrity.
- Abrupt, abusive decorum either written, verbal or non-verbal is not tolerated and will result in immediate cancelling of contract/position.
- Any deviations or changes from any of the conditions or terms, such as losing a valid driver's license, must be brought to the attention of the Executive Director immediately.

## COMPENSATION:

Range based on relevant skills and experience of \$33.84-\$37.26 per hour.

**DEADLINE: Aug 11<sup>th</sup>, 2025**

**CONTACT AND SUBMIT RESUME TO: Stephanie Doucett, RH Manager,**  
[stephanee@alfdc.on.ca](mailto:stephanee@alfdc.on.ca) 1-343-307-4829

**Funding has been provided to promote the experience and careers for Indigenous people therefore Indigenous ancestry is preferred for this position.**

*Providing Indigenous Employment & Training Opportunities.*

*Working with the Indigenous Agencies in the Greater Toronto Area to alleviate and end Indigenous Homelessness.*

*Working with 12 Member First Nations and 10 First Nations' Daycares.*

ALDERVILLE FIRST NATION DAYCARE

ALGONQUINS OF PIKWAKANAGAN  
Mindiwin Manido Childcare

BATCHEWANA FIRST NATION  
Rankin Daycare

CHIPPWEAS OF SAUGEEN  
G'Shawdagawin/Binoojiinh Gamig Daycare

CHIPPWEAS OF NASHWA UNCEDED TERRITORY  
Nshiime Daycare

CURVE LAKE FIRST NATION  
Oshkiigmong Early Learning Centre

HIAWATHA FIRST NATION  
L.I.F.E. Services Centre

MISSISSAUGAS OF THE NEW CREDIT  
Ekwaamjigenang Children's Centre

MOHAWKS OF THE BAY OF QUINTE  
Eska O'kon: 'A Tyendinaga Daycare

TEMAGAMI FIRST NATION  
Tillie Missabie Family Centre