

# Native Child and Family Services of Toronto



## Aboriginal Continuing Education Coordinator

24 Week Contract Full – Time (35 hrs/wk)

Salary \$33.00 per hour

Location: 655 Bloor St. W., Native Youth Resources Centre

*“Native Child and Family Services is a community controlled multi service agency mandated both to protect Native children and to provide culture based services that support and enhance the quality of life for Native families, children, and youth within the greater Toronto area. The agency takes a holistic view of problems, builds on individual and family strengths, and engages clients as partners in identifying problems and their solutions.”*

### Position Summary

Under the direction of the Supervisor of Native Youth Resource Centre and Transitional Housing, the Aboriginal Continuing Education Coordinator will:

- Organize and assist Centennial College’s Continuing Education program in implementing a 12 week certificate course in Office Administration to Aboriginal female Youth.
- Prepare, coordinate, implement, and evaluate the program throughout the 12 week program.
- Recruit, monitor, and provide referrals and other wrap around supports as necessary to support participants.
- Liaise with Centennial College and other internal/external agencies regarding the preparation and implementation of the certified course.
- Liaise with Centennial College professors around areas of support, program planning, and program evaluation.
- Provide support and guidance around course material and homework.
- Provide lifestyle guidance, cultural enrichment and employment preparation.
- Support the development of essential skills such as communication, problem solving and working with others.
- Support participants in obtaining jobs within the Office Administrative field upon completion of the program.
- Foster leadership in youth and build a solid foundation of emotional support.
- Develop individualised Educational Plans of Care, monitor and evaluate progress on a monthly basis as well as a final group progress report.

### Qualifications

- CYW Diploma along with at least 2 years related experience, or alternatively, an equivalent combination of relevant education in a related field and experience working with Native youth will be considered.
- Literate in Aboriginal culture(s) and understand key cultural values, and have a thorough understanding of the Aboriginal historic context.
- Knowledge of and sensitivity to the life experiences and needs of the youth community, combined with previous community development experience.
- Knowledge of social risk factors in relation to high-priority neighbourhoods and the Urban Aboriginal community.
- Knowledge and skills in the design, development, delivery and evaluation of group programs and workshops.
- Understanding and/or experience in working with the LGQBT community.
- Excellent organizational, oral/verbal/written communication skills. Excellent computer and technical skills.
- Initiative and respect for confidentiality.
- Pass a vulnerable Sector police record check;
- Familiarity with community resources or equivalent based on training and experience.
- Flexibility to be able to work evenings and weekends. High level of initiative and autonomy

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**To Apply: Candidates must include the following Subject line to e-mail submission:**

**Competition # 16-07-07**

- ❖ **Deadline for applications: August 04, 2016**
- ❖ **Submit applications to: [hrncfst@nativechild.org](mailto:hrncfst@nativechild.org)**

Selection Process: The position will be selected through a review of submissions and resulting interview process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

E-mail responses only. No phone calls, please.

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. While we encourage Aboriginal candidates to apply and self-identify, we hire from all ethnic backgrounds.

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30 College Street, Toronto, Ontario M5G 1K2

Telephone: (416) 969-8510 • Fax: (647) 258-8980 • Web: [www.nativechild.org](http://www.nativechild.org)