

Native Child and Family Services of Toronto



Men's Transition House Relief Staff

Casual Relief

\$15.99 per hour

Location (Men's Transition House)

"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/Transitional Housing and Housing Team Lead, the Relief Staff will:

- Assist the residents with day-to-day functioning and routines of the household.
- Oversee the safety and security of the house by ensuring the residents adhere to the house rules and expectations.
- Provide support and information / resources as needed to the residents.
- Meet with Staff team to debrief and pass on all pertinent information both written and verbal with respect to what transpired during the shift.
- Maintain all files and documentation as per NCFST policies, procedures and guidelines.
- Work co-operatively with all NCFST departments to ensure quality care of the residents.
- Assist with meal planning and preparation.
- Communicate with all residents and colleagues in a respectful manner.
- Adhere to strict confidentiality, and all protocols and procedures with respect to job performance.
- Perform other duties as assigned.

Qualifications

- High level of knowledge of Aboriginal culture and the issues facing young Aboriginal women, children and men.
- A Post-Secondary diploma in the social service field from an accredited College
- Minimum of one (1) year direct experience in the social work field (preferably in a transitional/group home environment).
- Pass a police records check (Vulnerable Sector)
- Knowledge of the resources available for Aboriginals with respect to issues such as homelessness, addictions and mental health.
- Have current CPR and First-Aid certification or willing to complete prior to commencement of employment.

To Apply: Candidates must include the following Subject line to e-mail submission: [Competition #17-02-12](#)

❖ **Deadline for applications: [March 02, 2017](#)**

❖ **Submit applications to: hrncfst@nativechild.org**

Selection Process: The position will be filled 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. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

NCFST is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.