



Ontario Association of  
Children's Aid Societies  
The voice of child welfare in Ontario

## Job Posting

### **YOUTH PROGRAMS CO-ORDINATOR** **Contract, Full-time (12 months)**

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

Since 2006, OACAS has hosted YouthCAN - a program for youth in and from care, delivered by young people from care, in partnership with OACAS staff that focuses on communications, advocacy and networking.

The **Youth Programs Coordinator** is responsible for Clark Bursary Program administration and coordination of the After-Care Benefits Initiative (ABI). It promotes and embodies the spirit of youth/adult partnerships. The position reports to the Senior Manager of Government & Stakeholder Relations and works in collaboration with Association staff to achieve program objectives. The ideal incumbent is a former person in care with years' a minimum of 5 professional experience in relevant paid and/or volunteer work, with demonstrated youth engagement, project coordination, problem solving and technical skills.

As a key member of the OACAS Government & Stakeholder Relations team, the incumbent will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

#### **You have:**

- Lived experience of the child welfare system
- Post-secondary education in child and youth care, social work, social service work or relevant undergraduate or diploma program
- 3+ years' experience in youth engagement and or program coordination in human services, not-for-profit or government environment
- Ability to work well under pressure and meet tight timelines while maintaining a high-quality standard of work
- Ability to keep track of multiple responsibilities with attention to detail and accuracy
- Ability to navigate work in a fast-paced environment with changing priorities
- Ability to prepare professional documents for a range of audiences
- Proven ability to organize workload, determine priorities and accept personal

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responsibility for the completion of tasks

- Demonstrated capacity to advocate for changes with, and on behalf of, young people and/or other vulnerable populations
- Confidence to make independent decisions, within defined guidelines, with a willingness to take direction
- Collaboration with team and ability to take and incorporate input from program advisors (youth and agency staff) to ensure effective and efficient programming
- Strong interpersonal skills (tact, discretion, judgment, maturity)
- Discretion and experience handling confidential or sensitive information
- Excellent written and spoken communication skills
- Ability to interface effectively and comfortably with management, staff, governance, Association members and external stakeholders
- Excellent problem solving skills and initiative to proactively identify and resolve problems and issues
- Proven aptitude for technical trouble shooting, curiosity and determination to resolve logistical and technical issues
- Proficiency in the use of MS office products (Word, PowerPoint, Excel)
- Proficiency in the use of teleconferencing and videoconferencing equipment
- Preparedness to work flexible hours on occasion
- Ability to interpret and apply administrative policies and procedures
- Knowledge of basic budgeting to monitor expenditures and prepare expense reimbursements

**The following would be an asset:**

- Strong knowledge / prior participation in Ontario child welfare youth initiatives, stakeholders, publications, and trends (including key issues raised by youth in/from care)
- Bilingual English/French
- Knowledge of Child Welfare sector and legislation governing/impacting the sector
- Knowledge of equity, diversity and inclusive practices
- Knowledge and understanding of Indigenous people and history in a Canadian and Ontario context

A copy of the full job description is available online at: <http://www.oacas.org/wp-content/uploads/2017/08/Job%20Description%20-%20OACAS%20-%20YouthCAN%20Coordinator.pdf>

Classification: Professional, Contract, Full-time (12 months)  
Salary: Grade 5 (\$55,396-\$69,140)  
Location: Toronto, ON

**APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by end of day Friday, September 8, 2017.**

*We thank all candidates for their interest; however only those considered for an interview will be contacted.*

*OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.*

#### *Accommodation at OACAS*

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.*