



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Housing Team Lead

Classification:	Contract Full-time	Location:	655 Bloor St. W. / Transition Houses
Duration:	11 months	Hours:	35 hrs/wk

### Position Summary

Under the direction of the Supervisor of Youth Services, the Housing Team Lead will:

- Assist and support in the management of ensuring the rules, regulations, guidelines of each Transition House are adhered to in accordance with funding and NCFST policy and procedures.
- Assist and support in ensuring the physical safety of staff, residents and physical buildings.
- Provide support in conflict management between staff and residents.
- Compile and review data for funding reports and ensure they are completed as per funder requirements.
- Ensure timesheets for all staff of Transition Houses are complete, accurate and submitted on time.
- Attend Housing network and funder meetings.
- Provide support to residents to ensure they have stabilized housing upon completion of their residency.
- Collaborate with NYRC Housing staff to support and maintain a current and accessible housing registry.
- Collaborate with external agencies who work with or come into contact with homeless youth.
- Assist youth to complete applications for affordable housing and with landlord outreach through initial phone contact and client accompaniment for viewings, lease signings, landlord tenant dispute resolutions, as and when required.
- Inform and assist youth in their knowledge of tenant rights and legal resources.
- Provide relief coverage for the Supervisor of Youth Services in their absence.
- Provide on-call support for Transition Houses two weekends per month.

### What we are looking for

- Child and Youth Worker Diploma or equivalent with 2 years of experience in a shelter or housing worker role plus a minimum of 1 year experience working in a leadership role.
- Experience working with Aboriginal Youth within a Transitional Housing or Shelter environment is an asset.
- Must pass a Vulnerable Sector Police Record Check.
- A good working knowledge and understanding of housing resources and tenant rights.
- Familiarity in Aboriginal culture(s), more specifically the urban Aboriginal population.
- Exceptional leadership, conflict management and mediation skills.
- Excellent verbal and written communication skills, time management and organizational skills.
- Proven ability to liaise and coordinate effectively with external agencies such as shelters and drop-in programs, multidisciplinary health practitioners, including traditional practitioners from Aboriginal communities.
- Must be able to contribute from both a team and leadership perspective.
- Excellent computer skills to utilize all required applicable computer software.

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If you are interested in this job opportunity, please apply by email on or before November 29, 2017 [hrcfst@nativechild.org](mailto:hrcfst@nativechild.org) quoting reference number **#17-11-05**

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.

We are 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.

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