



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.

Supervisor, Pre/Post Natal

Classification: Regular Full-Time
Hours: 35 hrs/wk.

Location: 30 College Street, Toronto

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

Position Summary

Under the direction of the Director, Child and Family Wellbeing, the Supervisor, Pre/Post Natal will:

1. Provides direct supervision to staff, including hiring, determining work priorities, assigning duties, providing direction and training, setting performance standards, conducting performance appraisals, and taking corrective or disciplinary action if necessary
2. Provides direction to clinical staff and relays Agency mandates, goals and objectives
3. Serves as a clinical resource and provides or arranges for training.
4. Ensures staff are addressing the cultural needs of the clients. In conjunction with the Indigenous Culture Program Liaison.
5. Develops, maintains and updates policy & procedures and operations manuals and procedures.
6. Assists with partnering opportunities, linkage/support agreements and other critical relationships with internal and external resources
7. Maintains current knowledge of and working relationships with community resources and social service providers, may also attend community planning committees
8. Liaises between staff and clients as necessary; liaises with all related resources and stakeholders as required.
9. Enforces program Policies and Procedures and funder requirements, including compilation of all necessary reports.
10. Prepares briefs, proposals, reports and data records as required.
11. Participates and contributes to the work of the management circle.
12. Other duties as assigned.

What we are looking for

- Bachelor's or Master's degree in Psychology, Social Work, Counseling or a closely related field.
- Three to five years of direct service experience. Previous supervisory experience would be an asset.
- Lived experience would be taken into consideration as an asset.
- Familiarity with operational functions as they relate to managing attendance, vacation, sick time, etc.
- Experience in program development and using Coyote Caseworks is an asset.
- Pass a Vulnerable Sector Police Record Check.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Experienced in the assessment of an infant's state of health and well-being.
- Knowledge of Child Development and developmental screening tools.
- Understanding and grounding in social issues affecting Indigenous peoples.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Understanding of multi-disciplinary teams and approaches.
- Knowledge of all relevant Acts, Regulations, Policies and Procedures.
- Strong skills in understanding both contemporary and Indigenous traditional approaches to healing.
- Leadership skills to provide direction, guidance and advice to staff; ability to develop a cohesive functioning team.
- Excellent listening skills and adept conflict resolution/ problem solving.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by email on or before **December 18, 2018** hncfst@nativechild.org quoting reference number **#18-12-03**

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.

30 College Street, Toronto, Ontario M5G 1K2

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