



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.

Cultural Infrastructure Support

Classification:	Regular Fulltime	Rate:	\$45,712 – \$70,827
Hours:	35 hrs/wk.	Location:	30 College St & other sites

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.

Purpose

Reporting to the Assistant Supervisor Facilities, the Cultural Infrastructure Support Worker provides hands-on services at all NCFST properties; support services and labour services for all cultural programs and events, including summer camps, Pow Wow, and other internal and external events.

Major Responsibilities

Culture Activities

- Cultural and physical logistics and hands on support for all to Summer Camp activities at Grundy and Glen Rouge including teepees, sweat lodge, yurta, and related structures, dining lodge, recreational equipment etc..
- All work relating to the development and operation of Indigenous medicine gardens and related Cultural facilities.
- Other duties related to Cultural activities and advancement.

Building and Property Logistics

Logistics to ensure effective operation, repair and upkeep of all properties operated by NCFST within and outside of the Greater Toronto Area, including with particularity:

- Regular site visits and inspection reports that identify areas of concern (i.e. life-safety systems (fire detection, egress, etc.), windows; walls; waste; grounds state of repair; etc.)
- Installation and repair of building lighting
- Investigation and resolve of electrical power issues
- Service of appliances, plumbing, carpentry, painting, electrical, vents, doors, tile, furniture and related or associated logistics
- Quality control assurance work ensuring hazard-free operations
- Operation of industrial cleaners/equipment/ to effect the removal and control of dirt, debris and other refuse from buildings and surrounding property
- Compliance with the Building Code, the Fire Code and the Occupational Health & Safety Act including inspection of fire and safety equipment on a regular basis
- Compliance with and completion of all Work Orders in a timely basis
- Roof repair respecting one story shingled roofs
- Grounds-keeping on a scheduled or periodic basis including but not limited to litter picking, snow removal, leaf removal, grass cutting, hedge trimming, fence repairs, concrete repair, paving stone repair, and curb appeal improvements/repairs
- Input into procurement of equipment necessary for fulfillment of duties
- Subordinate management and coordination of outside contractors
- Other duties as relate to building and property management.

Qualifications:

Education and Experience

- Post-secondary education in property maintenance and several years' experience in a maintenance position. Alternatively an equivalent combination of education and experience will be considered (i.e. high school diploma and several years' experience). Experience within a social service organization is preferred.
- W.H.M.I.S./M.S.D.S. Training; Workplace Certification Training an asset
- Valid driver's license and access to a vehicle
- Vulnerable Sector Police Records Check

Cultural Knowledge

- Lived experience in Indigenous cultural beliefs, values, norms, ceremony, and teachings relevant to the clients, staff and Indigenous community served by NCFST
- Ability to speak an Indigenous language will be considered a major asset
- Excellent communication skills in order to effectively liaise and work with individuals from diverse cultural and educational backgrounds

Knowledge

- Knowledge of general construction concepts and material application, maintenance, repairs, general electrical knowledge and fire and safety equipment,
- Working knowledge of heating/cooling, plumbing, and electrical systems.
- General knowledge of Fire Code, Electrical & Building Codes
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.

Skills and Ability

- Demonstrated skill and experience in providing property logistical services.
- Ability to diagnose problems and effective communication to tradesmen.
- Self-motivated and multi-tasking.
- Enthusiastic, pro-active, service driven and team player
- Ability to stand, crawl, walk, and stoop; push and pull, lift or lower objects up to 50 lbs. and up to 80 lbs. with assistance.
- Ability to work outdoors, in wet or humid weather, and in fluctuating and/or extreme temperatures.
- Ability to work under adverse situations and conditions, e.g., dirty, noisy, etc.
- Ability to work in an environment where there is high exposure to dust, pollens, and other allergens
- Ability to climb and work from a 14 foot stepladder
- Must be able to exhibit professionalism and courtesy to internal and external customers at all times.
- Attendance at events and programs as necessary, including commitment to overnight travel and outdoor accommodation, extended hours and emergency on-call availability
- 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 **May 24, 2019** hrcfst@nativechild.org quoting reference number **#19-05-07**

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.