



# 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.

## Education and Employment Case Manager

Classification: Contract Fulltime (1 yr)

Salary Range: \$21.35 – 34.82

Hours: 35 hrs/wk.

Location: 655 Bloor Street West

**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 Assistant Supervisor of Youth Services, the Education and Employment Case Manager will:

- Provide fair, respectful and culturally relevant service to Indigenous children and families, consistent with the mission, vision, and values of Native Child and Family Services of Toronto.
- Organize and assist Centennial College's Continuing Education program in implementing a 12 week certificate course to Indigenous female youth.
- Liaise with Centennial College and other internal/external agencies regarding the preparation and implementation of the certified course.
- Prepare, coordinate, implement, and evaluate the program.
- Liaise with professors around areas of support, program planning, and program evaluation.
- Recruit, monitor, and provide referrals and other wrap around supports as necessary to support participants.
- Provide Individualized case management support to youth attending the Aboriginal Youth Education and Employment Skills Building Program.
- Advocate on behalf of youth to ensure all rights and entitlements are secured.
- Monitor and evaluate progress on a monthly basis as well as a final group progress report.
- Develop and maintain case files and submit reports as required.
- Provide support and guidance around course material and homework.
- Provide lifestyle guidance, cultural enrichment and employment preparation.
- Support the development of essential skills such as communication, problem solving and team work.
- Support participants in obtaining jobs upon completion of the program.
- Foster leadership in youth and build a solid foundation of emotional support.

### What we are looking for

- CYC/CYW Diploma along with at least 1 years related experience, or alternatively, an equivalent combination of relevant education in a related field and experience working with Indigenous youth will be considered.
- Pass a vulnerable Sector police record check.
- Literate in Indigenous culture(s) and understanding of key cultural values. Knowledge and understanding of the Indigenous historic context.
- Knowledge of and sensitivity to the life experiences and needs of the youth community, combined with previous community development experience.
- Knowledge of social risk factors in relation to the Urban Indigenous community.
- Knowledge and skills in the design, development, delivery and evaluation of group programs/workshops.
- Excellent organizational skills and computer skills.
- Excellent oral/verbal/written communication skills.
- Familiarity with community resources or equivalent based on training and experience.
- Flexibility to be able to work evenings and weekends.
- High level of initiative and autonomy, professionalism and respect for confidentiality.
- 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.
- 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

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If you are interested in this job opportunity, please apply by email on or before **May 21, 2019**

[hrrcfst@nativechild.org](mailto:hrrcfst@nativechild.org) quoting reference number **#19-05-06**

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.

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