



# 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.

## Before and After School Program Worker

Classification: Contract      Rate: \$19.47 – \$29.49  
Hours: 30 hrs/wk.      Location: 156 Galloway Rd.

**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

Working under the supervision of the Assistant Supervisor, Community and Family Programs the Before and After School Program Worker will:

1. Plan, develop and implement a sound before and after school program for children aged Grade 1-6
2. Provide a breakfast program for children Grade 1-6.
3. Provide a healthy breakfast and after school snack to all participants within the program guidelines accommodating all dietary restrictions.
4. Instruct and participate in a variety of physical activities aimed at engaging students in fun, recreational and life-long learning objectives.
5. Promote and provide indigenous activities, teachings and practices within all programming.
6. Supervise children attending the program and promote safety and respect amongst all participants.
7. Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support children in managing their behaviour.
8. Respond to the individual needs of children and establish stable and consistent relationships with each child and their families/caregivers.
9. Liaise sensitively with parents on matters concerning their children while maintaining confidentiality.
10. Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately.
11. Ensure correct procedures are followed for administering first aid.
12. Ensure proper sign in/sign out procedures are followed
13. Cleaning and tidying of the facility and ensuring the safe storage of equipment.
14. Report on a regular basis to Program Supervisor regarding issues of need and/or concern.
15. Communicates the mission, values and operating principles of the organization to employees, and other stakeholders.

### What we are looking for

- Post-secondary education at the community college level in Child and Youth Work, Social Service Worker or related field or alternatively actively working toward post-secondary education within the field, or lived experience will be taken into consideration
- Flexibility to work a split shift 7-9am and 2-6pm.
- Current Vulnerable Sector Screening - Police Reference Check and willing to obtain new one upon hire.
- Current Infant/Child CPR and Standard First Aid Certificate.
- Knowledge of the developmental stages of children.
- Knowledge/understanding of the unique dynamics that exist within the Aboriginal, Inuit, and Métis cultures.
- Excellent written and verbal communication skills; organizational skills; initiative 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.

If you are interested in this job opportunity, please apply by email on or before **July 29, 2019** [hrcfst@nativechild.org](mailto:hrcfst@nativechild.org) quoting reference number **#19-07-02**

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.