



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal 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.

## After School Program Worker

Classification: 1 Year Contract part-time  
(24 hours)

Range: \$19.47 – \$29.49  
Location: 156 Galloway, Scarborough

Hours: 35 hrs/wk.

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

### Position Summary

The After School Program Worker is responsible for:

- Planning, developing and implementing a sound after school program for children aged 6 – 9 years old.
- Instructing and participating in a variety of physical activities aimed at engaging students in fun, recreational and life-long learning objectives.
- Promoting and providing Aboriginal activities, teachings and practices within all programming.
- Providing a healthy snack to all participants within the program guidelines, accommodating all dietary restrictions.
- Supervising children attending the program and promoting safety and respect amongst all participants.
- Ensuring a friendly and supportive atmosphere is maintained by developing appropriate strategies to support children in managing their behaviour.
- Responding to the individual needs of children and establishing stable and consistent relationships with each child and their families/caregivers.
- Liaising sensitively with parents on matters concerning their children while maintaining confidentiality.
- Ensuring that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately.
- Ensuring correct procedures are followed for administering first aid.
- Ensuring proper sign in/sign out procedures are followed
- Cleaning and tidying the facility and ensuring the safe storage of equipment.
- Reporting on a regular basis to Program Supervisor regarding issues of need and/or concern.
- Communicating 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 or related field or alternatively actively working toward post-secondary education within the field.
- 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.

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If you are interested in this job opportunity, please apply by email on or before **December 19, 2019** to [hrrncfst@nativechild.org](mailto:hrrncfst@nativechild.org) quoting reference number **19-12-05**.

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.