



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.

Concurrent Disorder Service Coordinator

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

Range: \$49,883- \$72,320
Location: 30 College St. Toronto

Position Summary

Under the direction of the Supervisor, Healing Team, the Concurrent Disorder Service Coordinator works with community members to develop holistic, culturally- based supports to recovery and wellness.

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.

Main Responsibilities

The Concurrent Disorder Service Coordinator is responsible for:

- Providing respectful, culturally relevant services to community members consistent with the mission, vision, and values of Native Child and Family Services of Toronto.
- Administering holistic assessments using culturally-based and mainstream tools to help identify spiritual, emotional, cognitive, and physical strengths and healing paths.
- Identifying goals and objectives in conjunction with community members and identifying appropriate internal and external resources to meet individual and family needs.
- Working with service users and family members to gather the essential stories needed to develop support plans.
- Collaborating with other community service agencies to provide comprehensive services.
- Accompanying community members to appointments as needed.
- Providing informal individual counselling and group-based activities.
- Supporting community members in times of crisis.
- Providing after care support (post treatment) and ensuring the quality of services through the monitoring of all service providers.
- Completing all required documentation including manual records and statistical reporting.
- Ensuring that all data is accurately entered into the electronic case management system.
- Responding to telephone and walk-in requests for the Clinical Services Duty Response.

What we are looking for

- BSW or post-secondary education in a related field, such as Addictions, Counselling etc.
- Minimum of 1 year of experience.
- Produce a clear Vulnerable Sector Police Record Check.
- Knowledge and awareness of the diverse cultures and backgrounds of Urban First Nations/Metis/Inuit people.
- Knowledge of healing approaches to address addiction and mental health related issues and of available cultural and mainstream resources.
- Experience in case management, counseling, crisis intervention and file maintenance.
- Knowledge of trauma, child development, family dynamics, domestic violence, child abuse, harm reduction, safety planning and risk assessment.
- Experience and skill in Bio-psycho-social assessment.
- Strong planning, organizational, administrative and communication skills.
- Excellent interpersonal skills.
- Good computer skills.
- Demonstrated understanding and commitment to integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Concrete understanding of workplace health and safety practices and understanding of an employee's responsibility under the current legislation.

If you are interested in this job opportunity, please apply by email on or before **December 24, 2019** to hrnecfst@nativechild.org quoting reference number **#19-12-06**.



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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.