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.

Assistant Supervisor, Transitional Housing
Temporary Opportunity – Up to 12 Months

Classification: Contract Full-Time Non-bargaining position
(Up to 12 months) Location: 30 College Street
Hours: 35 hrs/wk.

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

This is a great opportunity to support our community in this newly created role – it is a temporary position and may go up to 12 months. The Transition Housing Team is a dynamic team and does some amazing work. If you are interested in challenging yourself, with the support of great supervisor and team, please consider this opportunity – we would love to hear from you.

Position Summary
Under the direction of the Supervisor, Transitional Housing, the Assistant Supervisor will:

- Provide support, leadership, and guidance to staff at the NCFST Transitional Housing and Hotel program.
- Ensure the physical safety of Staff, Residents, and physical buildings.
- Attend Housing network meetings.
- Support in conflict management between Staff and Residents.
- Support in ensuring the rules, regulations, guidelines, and house program rules of each Transition House are adhered to in accordance with funding and NCFST policy/procedures.
- Ensure data collection and funding reports are completed and submitted as per funder requirements.
- Collaborate with external agencies who work with or come into contact with homeless youth shelters.
- Provide relief coverage for the Supervisor of Transitional Housing in their absence.
- Provide on-call support for Hotel program and Transition Houses.
- All other duties related to the programs mandate as assigned.

What we are looking for

- A Child and Youth Worker Diploma or related field with 2 years’ experience in a shelter or housing worker role as well as a minimum 1 year experience working in a leadership role (a combination of work experience and/or leadership role will be considered).
- Direct experience working with Native youth within the Transitional Housing and Shelter field is an asset.
- Pass a Police Record Check.
- Driver’s License and access to a vehicle would be an asset.
- The applicant will possess a good understanding of housing resources and tenant rights.
- Positive attitude, good listening skill, show compassion, ability to be empathic, reflective and coach in a calm manner.
- Exceptional Leadership, conflict management, and mediation skills.
Substantial level of familiarity in Aboriginal culture(s), particularly with respect to the urban Aboriginal population.

Exceptional oral and written communication skills; excellent time management and organizational skills.

Must be familiar with and able to contribute to both a team and leadership approach.

Proven ability to liaise and coordinate effectively with external agencies such as shelters and drop-in programs, multidisciplinary health practitioners, including traditional practitioners from Aboriginal communities.

Good computer skills to utilize all required applicable computer software.

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 May 31, 2020 hrncfst@nativechild.org quoting reference number #20-04-10

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.