



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.

Youth Education and Employment Navigator

Classification:	Contract Full-Time	Hourly rate:	\$21.78-\$35.52
Duration of contract:	3 years (until March 31, 2023)	Location:	655 Bloor Street West & 156 Galloway Road
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 please self-identify in their cover letter.

Position Summary

The Youth Education and Employment Navigator is responsible for the following:

- Providing fair, respectful and culturally relevant service to Aboriginal youth, consistent with the mission, vision, and values of Native Child and Family Services of Toronto.
- Providing guided employment and education case management to youth.
- Supporting and assisting youth in obtaining and maintaining employment.
- Supporting and assisting youth in furthering their education.
- Conducting outreach activities to recruit youth into program.
- Completing intake assessments and liaising with internal/external staff, teachers and partners to prepare an individualised education and employment case management plan.
- Developing and facilitating education, training and cultural workshops.
- Recruiting, monitoring, and providing referrals and other wrap around supports as necessary to support participants.
- Developing new partnerships and organizing workshops for youth to increase their knowledge of resources and build their education and employment readiness skills.
- Advocating on behalf of youth to ensure all rights and entitlements are secured.
- Developing and maintaining case files and submit reports as required.
- Providing support and guidance around training material or course homework.
- Providing lifestyle guidance, cultural enrichment and employment preparation.
- Supporting the development of essential skills such as communication, problem solving and team work.
- Fostering leadership in youth and build a solid foundation of emotional support.
- Other duties as assigned.

What we are looking for:

- CYC/CYW Diploma along with at least 2-3 years related experience, or alternatively, an equivalent combination of relevant education in a related field and experience working with Indigenous youth will be considered.
- A willingness to obtain and pass a Vulnerable Sector Police Record Check.
- Literate in Aboriginal 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 Aboriginal 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

If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before January 28, 2021.

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.