

Food Security Coordinator

About The Agency

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, and education and advocacy services, within the context of Jewish values.

About the Role

We are seeking a **Food Security Coordinator** to provide service navigation, link clients to emergency food resources, make referrals to poverty reduction programs that address the underlying cause of food security, and to network with community resources and community partners. This position is in collaboration with United Jewish Appeal (UJA) and the agencies that are represented at the Food Security Jewish TO committee.

Responsibilities:

- Collaborate with the Manager to develop the Food Coordinator activities and services
- Provide intake services and assist with applications and referrals to employment programs, income assistance, affordable housing and mental health services
- Consult with staff and community partners to ensure appropriate matching of referrals to community resources and programs
- Ensure comprehensive and seamless client service through internal and external referrals
- Build connections, relationships and outreach to food security programs to ensure an active network of community resources
- Ensure the development and ongoing maintenance of a directory of community resources and related information
- Partner with community groups in the development of food security projects for JF&CS (i.e. Chanukah, and other holiday programs as needed)
- Ensure accurate and timely data collection for internal and external record-keeping in accordance with Agency and professional standards
- Complete statistical reports (e.g. case recordings and program reports) in accordance with Agency guidelines and as needed.
- Perform other duties as assigned

Qualifications:

- Bachelor's Degree or Diploma in Social Work, or equivalent
- 3 years program oversight and/or experience in a non-profit social service setting
- Knowledge of community needs and resources
- Strong knowledge of the Jewish Community
- Demonstrated ability to project manage and ability to maintain standards with competing deadlines
- Ability to work effectively in a multi-disciplinary team
- Strong administrative and organizational skills
- Comprehension of Russian and/or Hebrew will be considered an asset

Job Details

Position Type:

18 month contract

Work Hours:

35 hours per week,
potential evenings

Reporting To:

Manager, Family Services

Classification:

Program Specialist
(Bargaining Unit)

Salary Range:

\$64,000 – \$82,000
Based on Experience

Location:

Central Branch
4600 Bathurst St.
Toronto, ON
M2R 3V3

Posting Date:

July 14, 2022

Internal Closing Date:

July 20, 2022

External Closing Date:

Until the position has been
filled

Anticipated Start Date:

ASAP

If you are interested in applying for this position, please submit your résumé and cover letter.

Jewish Family and Child Service is committed to the principle of equal opportunity in employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

JF&CS has a COVID-19 vaccination policy in place. As a condition of employment, all employees are required to be vaccinated for COVID-19, unless a valid exemption under the *Ontario Human Rights Code* is provided.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family and Child Service, please visit: www.jfandcs.com | www.facebook.com/jfandcs