



Native Child and Family Services of Toronto

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

Transition House Relief Staff

Classification:	Casual Relief	Wage:	\$18.00
Hours:	As needed	Location:	(Men's Transition House or Women's Transition House)

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

Position Summary

Under the direction of the Supervisor of Transitional Housing, the Relief Staff will:

- Assist the residents with day-to-day functioning and routines of the household.
- Oversee the safety and security of the house by ensuring the residents adhere to the house rules and expectations.
- Provide support and information / resources as needed to the residents.
- Meet with Staff team to debrief and pass on all pertinent information both written and verbal with respect to what transpired during the shift.
- Maintain all files and documentation as per NCFST policies, procedures and guidelines.
- Work co-operatively with all NCFST departments to ensure quality care of the residents.
- Assist with meal planning and preparation.
- Communicate with all residents and colleagues in a respectful manner.
- Adhere to strict confidentiality, and all protocols and procedures with respect to job performance.
- Perform other duties as assigned.
- Must be flexible and available to work two shifts per week at a minimum.
- Shifts include: 8:00am – 4:00pm, 4:00pm – 12:00am, and 12:00am – 8:00am. Applicants must be available to work overnight shifts.

Qualifications

- Experience in the social work field, preferably in a transitional/group home environment.
- Experience working with the Indigenous community or personal lived experience would be an asset.
- A Post-Secondary diploma in the social service field would be an asset.
- Pass a police records check (Vulnerable Sector)
- Have current CPR and First-Aid certification or willing to complete prior to commencement of employment.
- Knowledge of the resources available for Indigenous peoples with respect to issues such as homelessness, addictions and mental health.
- High level of knowledge of Indigenous culture and the issues facing urban Indigenous youth.
- Ability to connect/build rapport with youth.
- 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.

To Apply: Candidates must include the following Subject line to e-mail submission: [Competition #19-05-18](#)

- ❖ **Submit applications to: hrncfst@nativechild.org**
- ❖ **Your application will be kept on file for 6 months**

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