



Aboriginal Labour Force Development Circle
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EMPLOYMENT OPPORTUNITY
Contract Duties Description for
Indigenous Program Coordinator

DEADLINE FOR SUBMITTING RESUME IS: FEBRUARY 24, 2021 AT 1:00 PM EST.

TITLE: Indigenous Program Coordinator

LOCATION: Shelter, Support & Housing Administration (SSHA), City of Toronto. Metro Hall.

HEAD OFFICE: Aboriginal Labour Force Development Circle. 14 York Road, Shannonville, ON. K0K 3A0

REPORTS DIRECTLY TO: Executive Director, Aboriginal Labour Force Development Circle

SUMMARY:

This position is a contract position and the following job descriptions provides an overview of general duties, roles, responsibilities, key qualifications, and conditions for the contract. This is an Annex to the contract. The Contract will be signed separately outlining dates, work hours and general contract information. Any deviations from this or from the contract will result in immediate cancellation of the contract. The Indigenous Program Coordinator will be working closely with the ALFDC, Programs Officer and Coordinated Access Operations team of Toronto's Shelter, Support & Housing Administration Department as well as assigned ALFDC employees. The Indigenous Program Coordinator provides leadership and coordination in support of various strategic plans in collaboration with ALFDC and SSHA with an understanding and obligation that ALFDC is the ultimate holder of the contract. Roles and responsibilities, key qualifications and conditionals will be delegated by the ALFDC through a partnering and work in relationship with SSHA when applicable. Potential projects include but not limited to: Coordinated Access, Rapid Housing Toronto, and the Canada-Ontario Housing Benefit (COHB) program and other projects that may arise as we work toward the ultimate goal of eliminating Indigenous homelessness.

ROLES AND RESPONSIBILITIES:

- Coordinates the development of operational policies, programs and services plans in support of the strategic plan, annual work plan for addressing Indigenous Homelessness.
- Monitors programs to ensure effective and coordinated service delivery for clients across all areas assigned.
- Possibility that contract employee may need to evaluate and assess client eligibility to housing units and housing stability supports in coordination with applicable programs and ALFDC.

- Collaborates and works effectively and respectfully with other management, administrative, etc. staff from both the ALFDC and SSHA to facilitate the development of goals and objectives for all programs relevant to Indigenous homelessness.
- Works collaboratively in all aspects of assigned projects including budget, research, data analysis, policy development, work plan development, writing of letters, reports, documents, and schedule adherence.
- Coordinates required research and information from all program areas and partner agencies at both ALFDC and SSHA relevant to assigned areas.
- Coordinates activities to build capacity among people with lived experience influence on and feedback of service delivery.
- Uphold and promote harm reduction and housing first principles and practices in all initiatives employing an equity and diversity lens and remaining respect in both a professional and personal basis.
- Coordinates community engagement, relationship management and representation when required to build relationships among ALFDC's agencies, organizations, shelter sites, geographic and/or demographic communities.
- Identifies, monitors, and analyzes changing community needs as a basis for policy revisions and development for both ALFDC and SSHA.
- Maintains a close and effective working relationship with the management staff and all colleagues at both ALFDC and SSHA and provides them with responsive service planning and policy support.
- Participates in the establishment of SSHA and ALFDC priorities in addressing the elimination of homelessness.
- Administers quality improvement and risk management activities within assigned area of control.
- Assists in the preparation of the annual budget, allocation of funds and budget control.
- Performs ongoing review of relevant policies and procedures.
- Supervises, develops, and evaluates the performance of all assigned staff if requested and should expansion of program occur.
- Represents Coordinated Access Operations team on Divisional and community boards and committees on behalf of both SSHA and ALFDC and as directed by ALFDC.
- Maintains close and effective working relationships with officials at other levels of government, community agencies, elected City Officials, and Divisional staff throughout the City to maintain an awareness of trends and issues which may impact on the operation.
- Undertakes applied and evaluative research projects as assigned by the ALFDC.
- Develops and manages staff training strategies including needs assessments, planning, coordination, and evaluation of training workshops.
- Always maintains professional integrity and cultural integrity in all aspects of the position – verbal, written and non-verbal.
- Working knowledge of the ALFDC policies and procedures and other relevant legislation.
- Ability to work within and contribute to a team environment.
- Ability to work while under pressure and strenuous deadlines.
- Ability to create and edit project documents, materials, and presentations.

- Ability to effectively prioritize work activities and meet deadlines.
- Familiarity with relevant legislations, agreements, etc. pertinent to the survey project.
- Ensure the Executive Director is kept apprised of any new developments or directions that may arise.

KEY QUALIFICATIONS:

- Post-secondary education in a discipline pertinent to this work or the equivalent combination of education and experience.
- Experience supervising in a social services and human services environment.
- Experience in the planning, development, and implementation of programs and policies that address the complex needs of people experiencing homelessness.
- Experience managing administrative and financial activities associated with institutional operations, ensuring compliance with divisional and legislative guidelines and policies through continuous monitoring and evaluation.
- Experience in developing partnerships with community agencies, staff, and clients.
- Experience working in a clinical setting with individuals who have experienced mental health or addiction issues is an asset.
- Ability to effectively direct and motivate project staff teams.
- Highly developed conflict resolution, problem solving, facilitation, and communication skills.
- Good judgement in public relations with the ability to effectively manage communications to community and government agencies, committees, and coalitions.
- Working knowledge of statistical methods of data collection and analysis.
- Ability to effectively communicate, both orally and in writing, at a supervisory level.
- Knowledge of current issues and trends in homelessness, social work, social housing, mental health, addiction, community funding, municipal trends and policies and related legislation.
- Working knowledge of the ALFDC policies and procedures, Shelter Standards and other relevant legislation would be an asset.

EXPECTATIONS:

- Must be able to work flexible hours including weekends and evenings. Overtime is not allowed with the contract and if overtime absolutely needs to occur than prior approval must be received before it occurs and will not be paid out but used as time off.
- A regular work week is established at 37.5 hours in consideration of this contract position.
- Criminal Record Check is required.
- Valid drivers license is required.
- Manual dexterity required to use laptop, desktop computer, labeler, faxes, photocopiers, and other office equipment as needed. Will be required to sit for long periods of time and extended computer usage.
- Travel on behalf of ALFDC may be required and must receive prior approval before travel occurs.

- Must report back to employer (ALFDC) and keep ALFDC apprised of all progress, endeavours resulting from the position while being a team player with SSHA and ALFDC staff, ALFDC Board, Committees, First Nation Chiefs, and all external agencies.
- Always maintain professional integrity.
- Abrupt, abusive decorum either written, verbal or non-verbal is not tolerated and will result in immediate cancelling of contract/position.
- Any deviations or changes from any of the conditions or terms, such as losing a valid driver's license, must be brought to the attention of the Executive Director immediately and may result in cancellation of contract.
- Funding has been provided to promote the experience and careers for Indigenous people therefore Indigenous ancestry is preferred for this position.

COMPENSATION:

Due to fact that successful applicant will need to work from the City of Toronto's administration building, the compensation is geared to equivalency of positions within the City. Therefore, annual salary is based upon approximately \$80,000 per annum with a 37.5 work week. Please note this is a contract position with possibility of extension.

DEADLINE:

Please submit resume **with cover letter** by **FEBRUARY 24, 2021 AT 1:00 PM EST**. Resumes received after deadline will not be accepted. Indigenous ancestry preferred.

If you are contacted for an interview, please note that all interviews will be conducted remotely. Only those qualifying for an interview will be contacted and we would like to thank all those who applied.

CONTACT SUBMISSION OF RESUME:

Please submit your **resume and cover letter** to Glenda "Sam" Maracle, Executive Director either by mail or email to ed@alfdc.on.ca. If you wish to drop off your resume, please contact Glenda "Sam" Maracle at 613-771-1627 ext. 1003.