



EMPLOYMENT CONTRACT OPPORTUNITY

Reaching Home Manager

Job Description

Closes: August 28, 2024 at 12:00 noon.

TITLE: Reaching Home Manager

LOCATION AND HEAD OFFICE: Aboriginal Labour Force Development Circle, 274 Highway 49, Deseronto, ON, K0K 1X0.

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

SUMMARY:

This position is the primary point person responsible for planning, executing, and delivering ALFDC's Reaching Home program, directives, and projects on time, within budget and in accordance with terms and conditions of the RH Agreement and ALFDC policies and procedures, with direction from the Executive Director.

This job description provides a brief overview of duties, roles, responsibilities, key qualifications, and conditions. The Reaching Home Manager will be working closely with the ALFDC staff, Service Canada's Reaching Home personnel, the identified agencies working with Indigenous Homelessness in the City of Toronto as well as Indigenous homelessness in rural and remote areas as well as our identified member First Nations.

While the primary function is to effectively work with the Toronto Indigenous Community Advisory Board its overall goal is to eliminate Indigenous homelessness. The Reaching Home Manager provides leadership and coordination in support of various strategic plans, annual work plans and directives in the elimination of Indigenous Homelessness.

Another aspect of this position will be for the RH Manager to direct and ensure coordination of the Indigenous Program Coordinators contract, Reaching Home staff and working collaboratively with the City of Toronto, Service Canada as directed through ALFDC.

ROLES AND RESPONSIBILITIES:

- Manages the development of operational policies, programs and services plans in support of the strategic plan, annual work plan, directives for addressing Indigenous Homelessness.
- Monitors programs to ensure effective and coordinated service delivery for our Indigenous homelessness agencies under the RH directives and program delivery directives.

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Aboriginal Labour Force Development Circle

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- Assist the Project Sponsors in developing, initiating, and evaluating successful projects for the effective implementation of the RH initiatives and the elimination of Indigenous homelessness.
- Collaborates and works effectively and respectfully with board, staff and other colleagues or agencies to facilitate the development of goals and objectives for all programs relevant to Indigenous homelessness.
- Ensures proper project files are established, maintained and UpToDate therefore efficient and effective organizational abilities are required.
- Ability to review, comprehend and possibly recommend the funding of projects.
- Ability to identify, prepare and write proposals for enhanced delivery of the RH program or other areas relevant to the enhancement of the program and organization.
- Reports to the Executive Director on all projects, developments and notify if there are any concerns/problems and provide recommendations/resolution.
- Manages 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 as it relates to the RH directives and delivery of the program.
- 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 ALFDC.
- Performs ongoing review of relevant policies and procedures.
- Supervises, develops, and evaluates the performance of all assigned staff if requested and should the expansion of program occur.
- Represents ALFDC on community boards and committees on behalf of ALFDC and as directed by ALFDC.
- Assists our agencies in preparing plans or submission for RH.
- Plans all project timelines, milestones, deliverables, and micro-deliverable using the appropriate software tools.
- Establish and deliver mechanism for tracking project progress and reporting to the sponsors/funders via a for communications plan or work plan. Possibility of developing and maintaining project management plans electronically such as a Gantt chart.
- Maintains close and effective working relationships with officials at other levels of government, community agencies, First Nations, elected City Officials, funding agencies, 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.

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- 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.
- Ensure the employer, ALFDC is kept apprised of any new developments or directions that may arise.
- Works collaboratively with all agencies for the improvement and betterment of the program.

KEY QUALIFICATIONS:

- Post-secondary education in a discipline pertinent to this work or the equivalent combination of education and experience.
- 3-5 years experience supervising in a social services and human services environment.
- 3 -5 years 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 in 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.
- Maintain a neutral and objective point of view in delivering the directives of the program.
- 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 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 effectively communicate both verbally and in writing.
- Ability to create and edit project documents, materials, and presentations.
- Ability to effectively prioritize work activities and meet deadlines.
- Familiarity with government legislation in the areas of mental health, social services, homelessness, poverty, etc.
- Must report back to employer (ALFDC) and keep ALFDC apprised of all progress, endeavours.
- Always maintain professional integrity.

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EXPECTATIONS:

- Must be able to work flexible hours including weekends and evenings. Overtime must be taken in time off and prior approval must be received before it occurs. An established work week is 37.5 hours with ½ hour unpaid lunch and two 15-minute breaks.
- Criminal Record Check is required.
- Valid drivers license is required.
- Ability to travel with overnight requirements.
- 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 operating computer and computer usage.
- Confidentiality a must.

COMPENSATION:

Starting salary of \$64,350 per annum with mandatory registered pension, and long term and life insurance. All mandatory government deductions will be made unless otherwise negotiated.

DEADLINE:

Please submit resume with cover letter by August 28, 2024 at 12:00 noon. 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.

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