



**Aboriginal Labour Force Development Circle**  
P.O. Box 331, Shannonville, ON K0K 3A0  
Tel: 613-771-1627 or 1-800-446-1629  
Fax: 613-771-1680  
[www.alfdc.on.ca](http://www.alfdc.on.ca)



## **ALFDC Job Description for Projects Officer – Reaching Home**

**Title:** Projects Officer – Reaching Home

**Reports to:** Reaching Home Manager with overall authority from the Executive Director.

### **Summary:**

The Project Officer for the Reaching Home Strategy – ALFDC, is the person responsible for managing, coordinating, reporting, ensuring completion of the programming-based projects and maintaining professionalism on the projects in regard to the Reaching Home Strategy.

This job description provides a brief overview of duties, roles, responsibilities, key qualifications, and conditions. The Reaching Homes 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.

The Project Officer will assist in the review, evaluation, and support of Programming-based projects within the City of Toronto through the Toronto Indigenous Community Advisory Board (TICAB) organizations. The Project Officer will ensure projects are completed on time as assigned, within budget, and in accordance with the terms and conditions of the contract. To achieve these important goals, it is expected that overall, the Project Officer will provide efficient and relevant support towards delivery of project(s), effective quality control, clear communication of expectations to the Program delivery providers. As this is a collaboration of several partners such as ALFDC, TICAB and external agencies the Project Officer will uphold responsibilities of position and adhere to relevant duties assigned.

### **Roles and Responsibilities:**

All job duties and responsibilities as assigned are required to be completed with tact, diplomacy, and professionalism with adherence to the ALFDC relevant policies. Relevant tasks are listed below but are not an exhaustive list due to uniqueness of each project, tasks may vary or differ:

- Monitor and oversee project(s), meetings with Reaching Home Organizations and ensure proper, concise, and professional communications at all times.
- Monitor and ensure proper training requirements for staff.

***Providing Indigenous Employment and Training Opportunities.  
Working with Indigenous Agencies in the Greater Toronto Area to alleviate and end Indigenous Homelessness.  
Working with 12 Member First Nations and 10 First Nations' Childcare Centres***

ALDERVILLE FIRST NATION DAYCARE

ALGONQUINS OF PIKWAKANAGAN  
Mindiwin Manido Childcare

BATCHEWANA FIRST NATION  
Rankin Daycare

CHIPPWEAS OF SAUGEEN  
G'Shawdagawin/Binoojiinh Gamig Daycare

CHIPPWEAS OF NASHWA UNCEDED TERRITORY  
Nshiime Daycare

CURVE LAKE FIRST NATION  
O'shkiigmong Early Learning Centre

HIAWATHA FIRST NATION  
L.I.F.E. Services Centre

MISSISSAUGAS OF THE NEW CREDIT  
Ekwaamjigenan Children's Centre

MOHAWKS OF THE BAY OF QUINTE  
Eska O'kon: A Tyendinaga Daycare

TEMAGAMI FIRST NATION  
Tillie Missabie Family Centre



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- Assist in identifying any areas of research/concerns or innovative approaches that have been utilized by other centres.
- Report to Reaching Homes Manager to notify of any concerns/problems and provide recommendations/resolutions.
- Maintain proper documentation on progression of project. Identify any deficiencies, inabilities to meet deadlines, within sub project.
- Monitor progress of project and provide recommendations as required for the betterment of the project.
- Monitors programs to ensure effective and coordinated service delivery for our Indigenous homelessness agencies under the Reaching Home directives and program delivery directives.
- Assist the Project Sponsors in developing, initiating, and evaluating successful projects for the effective implementation of the Reaching Home initiatives and the elimination of Indigenous homelessness.
- Work with Reaching Homes Manager and relevant staff in ensuring information, resource documents, best practises, research material is reviewed and assessed Reaching Homes framework.
- Work with participants/centres to ensure concerns are addressed and where required to assist and direct Researcher/Policy analyst in the development of a plan of action or the development of policies and procedures for the centres.
- Provide regular activity reports as required on progress of project and deliver to Reaching Homes Manager.
- Work with the Reaching Homes on project costs to ensure completion within budget; advise of any deviations regarding budget and identify expectations of over budgeting or under budgeting.
- Conduct post project summaries to identify areas for improvement; make recommendations based on findings.
- Manage the development of Reaching homes Programming- Based Projects.
- Correspond and provide support when relevant to organizations with Agreements with ALFDC in regard to the Reaching Home Strategy.
- Review Claims for eligibility and prepare for financial processing
- Monitoring claim amounts for agreement term and ensure adherence to budgets and Reaching Home Eligibilities.
- Assist the Reaching Home Manager in evaluating and monitoring Reaching Home Programming-Based Projects.
- Reviewing, evaluating, and recommending project proposals and funding of projects

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- Analyzing project(s) effectiveness, sustainability, and success in reducing or elimination Indigenous Homelessness rates in accordance with the Reaching Home Strategy.
- Ensure proper project file are established, maintained and up to date.
- Other duties as required.

### Requirements:

- 3 – 5 years of direct work experience in project management and/or Social Services Environment.
- Ability to work within and contribute to a team environment.
- Ability to work well under pressure and in stressful situations.
- Ability to meet tight deadlines.
- Able to communicate effectively with all staff and outside organization both verbally and in writing.
- Ability to prioritize work activities to meet deadlines.
- Must adhere to confidentiality. Excellent interpersonal skills.

### Working Conditions:

- Ability to travel with possible overnight stays and must have valid driver's licence.
- Work environment will always require tact, diplomacy, and professionalism.
- Physical endurance and manual dexterity required as well as patience and professional integrity.
- Must be double vaccinated for covid.
- Manual dexterity required and lifting of materials and supplies.
- Office environment with extended periods of sitting and computer use.
- Good connection/ has access to internet

**LOCATION:** Head Office ALFDC, 274 Highway 49 Deseronto, ON

**COMPENSATION:** Range \$52-\$56k based on experience and travel is charged separately.

**DEADLINE TO APPLY:** Aug 11<sup>th</sup>, 2025

**Please send a cover letter with resume to Stephanie Doucett at [stephanee@alfdc.on.ca](mailto:stephanee@alfdc.on.ca) or if you have any questions please email.**

**Indigenous Ancestry Preferred.**

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