

## INTERNAL/EXTERNAL

Position:	Women's Bakery Peer Navigator
Type:	Non-Bargaining Unit, Contract (Approximately 12 weeks), Part-Time
Number of Positions Posted:	1
Number of Hours:	10-25 hours per week (flexibility required; some early mornings, evenings and weekends)
Rate:	\$16.18 per hour
Supervisor:	Women's Bakery Coordinator
Posting Date:	February 11 <sup>th</sup> , 2019
Application Deadline:	February 22 <sup>nd</sup> , 2019
Locations:	20 Palace Street, 145 Queen Street East, 59 Adelaide St East

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for close to 120 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at [www.fredvictor.org](http://www.fredvictor.org). Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Fred Victor Centre is currently looking for a Women's Bakery Peer Navigator to join the Employment and Training Services team. The Women's Bakery Peer Navigator will work under the supervision of the Women's Bakery Coordinator, and as part of the Training and Development team to provide a safe and professional environment encouraging ambition, restoration and second chances. Using baking as a tool, the Women's Bakery Peer Navigator assists in equipping women with practical and transferrable skills for the working world.

The position requires respect for, and expertise working with people who face mental health issues, addictions, abuse and social isolation and who come from racially and ethnically diverse backgrounds. The Women's Bakery Peer Navigator participates as a member of the Employment and Training Services team in maintaining a safe and welcoming environment.

Under the direction of the Women's Bakery Coordinator or designate, the Women's Bakery Peer Navigator provides support to Women's Bakery program participants as well as assists the Women's Bakery Coordinator.

### **Responsibilities:**

- Providing direct, hands-on support to Women's Bakery program participants
- Providing support to Chef facilitators / Guest Speakers in the Women's Bakery program
- Accompanying Women's Bakery program participants on outings and assist in market set-up, sales and take down



- Providing direct staffing to the Women's Bakery program
- Setting up and taking down Classroom/Baking lab/Production kitchen as required
- Assisting in bakery production when needed
- Working independently and cooperatively in a team
- Maintaining a respectful working relationship with program participants, the Employment and Training Services team and community members
- Maintaining and adhering to program policies and procedures
- Maintaining forms, database and records to document program activities
- Integrating a conflict prevention approach into all aspects of work- intervene, mediate, resolve, document and following up on conflictual incidents as needed
- Adhering to departmental standards of cleanliness
- Adhering to the prescribed organizational Health and Safety standards
- Other duties as assigned by the Women's Bakery Coordinator or designate

**Qualifications:**

- Personal experience of homelessness and poverty and navigating through support services
- Genuine interest in working with people experiencing or at risk homelessness
- Ability to organize and maintain clean and sanitary spaces
- Experience in baking (through paid employment or volunteer work)
- Current Food Handler's Certificate would be an asset
- Experience working directly with people from diverse racial, ethnic and cultural backgrounds;
- Demonstrated people skills; ability to build positive relationships with clients, staff, and community partners
- Ability to work in a professional and appropriate manner with the public
- Ability to maintain boundaries and set limits with program participants
- Knowledgeable of how to access community based resources and services
- Ability to empower and support clients in establishing connections in the community, while displaying empathy and understanding
- Comfortable with accompanying clients to internal and external events where appropriate
- Ability to follow direction from staff members and supervisors regarding duties
- Calm and patient demeanor when dealing with all clients, particularly those experiencing a crisis or conflict
- Ability to work productively within a team setting
- Literacy in Word, Excel, Outlook, Windows.

**Working Conditions:**

This position works in either a hot kitchen area or a large open space with program participants and involves regular exposure to the potential of unpredictable behaviours and situations. This position requires: constant standing and walking throughout the shift; frequent lifting 10-20lbs minimum, numerous times during the day, and 50lbs occasionally.



**The final candidate will be required to provide a current police reference check prior to being hired.  
Having a criminal record does not automatically disqualify you for this position.**

Please submit a resume and cover letter by e-mail no later than Friday February 22<sup>nd</sup>, at 5:00pm to:

**Carly Friesen**  
**Women's Bakery Coordinator**  
[cfriesen@fredvictor.org](mailto:cfriesen@fredvictor.org)

**Applications should quote job title in the subject line**

**NO PHONE CALLS OR FAXES**

*We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.*

*Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.*