

<b>Job Title:</b>	Child and Youth Program Worker
<b>Type:</b>	Bargaining Unit, Full-Time, 1 year contract
<b>Number of positions posted:</b>	1
<b>Number of Hours:</b>	37.5 hours per week
<b>Hours of Work:</b>	Monday to Friday – some evening work will be required
<b>Rate:</b>	\$25.74 per hour
<b>Supervisor:</b>	Senior Manager, Housing – Dawes and Mortimer
<b>Posting Date:</b>	January 6, 2021
<b>Application Deadline:</b>	January 18, 2021
<b>Location:</b>	418 Dawes Road and 704 Mortimer Avenue

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 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).

The focus of this position is to plan, coordinate and deliver *The Steps to Success Child and Youth Program*. This program focuses on homelessness prevention, housing and health stability, community development and involvement for the children and youth who live in Fred Victor's Affordable and Rent Geared to Income Housing Buildings by providing after school programming, leadership development and community awareness. This position requires respect for and expertise working with children, youth and their families who have experienced poverty, homelessness, social isolation, trauma, mental and physical health challenges, who may be newcomers to Canada, who have diverse backgrounds, cultures, genders and sexual orientations.

**Responsibilities:**

1. Complete community needs assessments annually and develop programming for children and youth across Fred Victor Housing locations based on the community's needs.
2. Plan and implement hands on programming in a dynamic, culturally appropriate and child centered style.
3. Create a fun, well-organized and safe environment for children and youth at various Fred Victor sites following best practices in child and youth engagement.
4. Encourage and promote a supportive environment for at-risk children and youth.
5. Actively engage with children and youth and ensure supervision and safety of children and youth who are in the program at all times.
6. Develop a comprehensive program schedule in advance of the program delivery for parents and children/youth.
7. Ensure all Fred Victor policies and procedures are followed and with the Senior Manager, develop and implement others where or as required.
8. Identify, intervene in and deescalate crisis situations.
9. Engage with the kids and parents in the buildings to promote the program and build trust.
10. Ensure there is positive, professional communication with all families of the children and youth on an on- going basis.
11. Hire, supervise any volunteers or peers that may be involved in the delivery of the program.

12. Accurately document and report all information in the appropriate places and with the relevant parties to an acceptable prescribed standard.
13. Keep on going accurate statistics.
14. Communicate and demonstrate appropriate professional boundaries.
15. Engage local partners and stakeholders to coordinate local children and youth programming to ensure gaps are filled and barriers to access are removed.
16. Research other potential community partnerships and work with and existing community partners to deliver programming at our locations.
17. With the Senior Manager of Palace will lead evaluation of programs, deliver meaningful statistics and program reports, participate in funding applications in cooperation with the fundraising department.
18. Handle petty cash and work with Senior Manager to ensure expenditures are in line with the budget.
19. Attend supervision meetings, staff meetings, trainings and agency functions as appropriate.
20. Work collaboratively with all staff at 20 Palace and in the organization.
21. Have knowledge of and be able to use emergency building systems and fire procedures.
22. Work in accordance with the Ontario Occupational Health and Safety Act.
23. Other duties as assigned by the Senior Manager of 20 Palace.

**Qualifications:**

1. Minimum 2-4 years' experience delivering child and youth programming.
2. Experience with program design and group facilitation with children and youth.
3. Experience working with homeless and under housed people; understanding of the issues of homelessness, poverty and discrimination facing this community and how these issues affect the lives of individuals.
4. Thorough knowledge of principles of social inclusion and community capacity building.
5. Experience with partnership building and management.
6. Demonstrated ability to engage diverse stakeholders and to be highly creative and innovative.
7. Highly developed skills in using community development approaches and understanding of practices.
8. Financial and budget management skills.
9. Highly developed conflict resolution and negotiation, crisis intervention/prevention skills.
10. Highly developed written and oral communication skills.
11. Demonstrated organizational, planning and analytical skills
12. Well-developed interpersonal skills that will facilitate effective, productive and appropriate relationships with the tenants, community, external agencies and staff of FVC.
13. Proven ability to challenge organizations, staff and tenant communities in a positive and creative way to effect better service.
14. Highly developed understanding of and proven ability to communicate appropriate professional boundaries.
15. Highly developed ability to prioritize work through short and long term goals and remain flexible.
16. Extensive knowledge of community based resources.
17. Strong understanding and commitment to social justice issues and anti-racism and anti-discrimination practices.
18. Strong understanding that people who are living on low incomes are a resource to resolve

- community issues and determine community direction.
19. Relevant degree or diploma an asset.
  20. Experience and proven responsibility handling money
  21. Literacy in Word, Windows, Excel.

**Working Conditions:**

- Works regularly scheduled shifts of 7.5 hours, 5 days per week
- Must be able to work flexible hours which may include some evening and weekend work
- Regular exposure to potential of unpredictable behaviours and situations.
- Occasionally required to deal with body fluids.
- Regular exposure to pests including cockroaches, mice and bed bugs.
- Regular exposure to unpleasant odours.
- Occasional exposure to inclement weather.
- Travel between locations.

**To apply:**

Please submit a resume and cover letter by e-mail no later than January 18, 2021 at 5:00pm to:

**Robin Masterson**  
**Director of Housing**  
**rmasterson@fredvictor.org**

**Applications should quote job “#Child and Youth Program Worker” in the subject line.**

**No faxes, emails, mailed resumes, phone calls, or requests to meet please.**

**The final candidates will be required to provide a current police reference check prior to being hired.**

*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.*