



INTERNAL/EXTERNAL

Position:	Recruiting Co-ordinator, with admin duties
Type:	Full time, Non-Bargaining, Permanent
Number of positions posted:	1
Hours of Work:	37.5 hours
Supervisor:	Director, 24-HR Services
Posting Date:	November 22, 2021
Application Deadline:	December 6, 2021
Location:	800 Bay Street, Toronto

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 125 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and social isolation to address their needs and hopes and advocate for a more equitable society. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion. Please see our website www.fredvictor.org.

The 24-HR services include emergency shelters, transitional shelters, women's 24-HR DI and respite sites where women, men and couples, who are homeless and facing challenges such as living with severe mental health issues and dealing with substance use, receive services. The Coordinator is responsible to hire relief staff and/or other 24-HR services staff and to assist managers with investigations. This will be done in a manner consistent with the philosophy and principles of Fred Victor Centre. The Coordinator will provide admin support to the unit Director. The coordinator is required to participate in organizational planning and development. This work requires a commitment and adherence to the values and goals of FV as expressed in the mandate or the organization.

Responsibilities:

- Post site vacancies, select participants, schedule interviews, complete reference checks, prepare employment letters, request police checks
- Complete the relief hiring process, including orientation, on boarding and off boarding of staff
- Assist managers with investigations in a timely manner
- Prepare orientation packages and schedule staff training
- Consult with 24-HR services managers regarding their individual hiring needs to ensure the staff pool is sufficient to provide adequate coverage across the sites
- Co-ordinate EQI testing for all new relief staff and other staff as required
- Provide administrative support to the unit Director and supervision to Admin staff
- Carry out other duties as assigned by the Director

Qualifications

- 2+ years of experience with hiring and training staff and conducting investigations
- Skills in mediation, crisis intervention, conflict resolution
- Some experience supervising staff
- Strong written and oral communication skills
- Highly developed ability to plan and prioritize work and to adapt to a changing environment
- Highly developed organizational and detail oriented skills

- Knowledge of mental health issues and substance use
- Effective interpersonal skills to facilitate productive and appropriate relationships
- Excellent attendance record, adaptability, reliability and a strong work ethic
- Literacy in Word, Excel, Outlook, Windows, SMIS and Pirouette

Scope of Supervision

Responsible for the supervision of 1 admin staff

Working Conditions

There is regular contact with residents who might be angry, upset or unwell. Exposure to unpredictable behaviours, bodily fluids and unpleasant odors. Must be comfortable being around pets.

Application:

Please submit a résumé and cover letter detailing how you meet the job requirements to:

Sylvia Braithwaite
Director of 24-HR Services
sbraithwaite@fredvictor.org

Please include the job title in the subject line
No phone calls, faxes, or mailed resumes please.

Proof of Covid-19 Vaccinations and a Police Record Check are required by the final candidate(s) prior to hiring.

All Internal and External job applicants must declare their vaccination status in their job applications— whether they have been fully or partially vaccinated. All candidates offered a position with Fred Victor Centre must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor Centre will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

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.