

INTERNAL/EXTERNAL

Position:	Women's Bakery Peer Navigator
Type:	Non-Bargaining Unit, Contract, Reduced Full-Time
Number of Positions Posted:	1
Number of Hours:	32.5 hours per week
Type of Hours:	Some early mornings, evenings and weekends (flexibility required)
Rate:	\$16.42 per hour
Supervisor:	Women's Bakery Program Facilitator
Posting Date:	Friday June 17, 2022
Application Deadline:	Friday July 1, 2022
Locations:	145 Queen Street East, 145 Front Street East, and 20 Palace Street

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. 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 Program Facilitator, and as part of the Training and Development (Food Services) 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 Program Facilitator or designate, the Women's Bakery Peer Navigator provides support to Women's Bakery program participants, as well as assists the Women's Bakery Facilitator.

Responsibilities:

- Provide direct, hands-on support to Women's Bakery program participants
- Provide support to Chef facilitators / Guest Speakers in the Women's Bakery program
- Accompany Women's Bakery program participants on outings and assist in market set-up,

- sales and take down
- Provide support instructing and developing lessons for the Women's Bakery program
- Set-up / take-down of Classroom/Baking lab/Production kitchen as required
- Assist in bakery production
- Support with the creation of recipes, lesson plans and an end of program recipe book
- Maintain a respectful working relationship with program participants, the Employment and Training Services team and community members
- Maintain and adhere to program policies and procedures
- Maintain forms, database and records to document program activities
- Integrate a conflict prevention approach into all aspects of work- intervene, mediate, resolve, document and follow up on conflict incidents
- Adhere to departmental standards of cleanliness
- Adhere to the prescribed organizational Health and Safety standards
- Other duties as assigned by the Women's Bakery Facilitator or designate

Qualifications:

- Current Food Handler's Certificate
- 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);
- Experience working directly with people from diverse racial, ethnic and cultural backgrounds;
- Demonstrate people skills; able 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
- The 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.

Application:

Please submit a resume and cover letter by e-mail no later than Friday July 01, 2022 at 11:59pm to:

Jude Hammond
Training & Development Manager
ets@fredvictor.org

Applications should quote “Women’s Bakery Peer Navigator” in the subject line

NO PHONE CALLS OR FAXES

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 from September 30, 2021 onward 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.