INTERNAL/EXTERNAL

Job Title:	Supported Employment and Education (SEE) Specialist
Position Type:	Bargaining Unit, Full-Time, Permanent
Number of Positions:	1
Reason for Posting:	New Position
Rate:	$31.30 per hour
Vacation:	4 weeks to start
Benefits:	Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day
RRSP:	RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation
Hours:	37.5 per week
Supervisor:	Senior Manager, MH&A CM and Housing Support (Team East)
Posting Date:	October 21, 2026
Application Deadline:	Until filled
Location:	2660 Eglinton Ave E.; various off-site locations if needed

Why Fred Victor?
For 130 years, Fred Victor has been a leader in helping people rebuild their lives in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending homelessness, one person at a time.

This position is part of Fred Victor Centre's Health Services' Early Psychosis Intervention (EPI) team for the Culturally-Oriented Early Intervention Program. Eligibility for EPI program include youth 14-35 who are experiencing early psychosis from a psychotic disorder, including affective, nonaffective, or substance-induced psychosis.

Our services assist people who are having difficulties in day-to-day living as a result of severe mental health challenges or mental health and substance use challenges. Our work is grounded in the lived experience of the clients and the communities we serve and the principles of: anti-racism, anti-oppression, health equity, social determinants of health, and excellence. We are agile, learning and always willing to try innovative things. We provide high-quality mental health case management services and housing stabilization services to individuals with history of chronic homelessness with severe & persistent mental health difficulties.

Our programs work closely with its formal community partners such as hospitals, housing providers, primary care, landlords, formal mental health and addiction systems & internal partners.

Does this sound like work you want to be a part of?
We offer a supportive environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 75 programs and 25 sites, there are lots of opportunities to grow your career with us. Many members of the management team started in relief and front-line roles.

What You Will Do:
The Supported Employment and Education (SEE) Specialist provides the supported employed and education component of the NAVIGATE model for Fred Victor's Culturally-Oriented Early Intervention Program. This role will liaise with other

services across both internal and external resources to support clients in their job and education goals. The candidate may be involved in system level advocacy regarding aspects of job development. You will have sound knowledge of early intervention in psychosis, psychosocial rehabilitation, crisis intervention, addiction issues, recovery principles, groups, severe and persistent mental illness, particularly affective, nonaffective, and substance-induced psychosis.

Supported Employment and Education:

- Provides structured approach to helping clients identify/achieve vocational and educational goals
- Complete initial and ongoing assessments as needed with particular focus on supported employment and education
- Providing education, support plans, and personalized care planning in support of client's physical and cognitive abilities
- Co-creating customized intervention alongside the client for their self-care, productivity, and leisure goals
- Follows the NAVIGATE Supported Employment and Education Manual
- Connection and liaise with supported employment/educational organizations when appropriate

Client engagement, Referral and Linking, Service Coordination:

- Develop, document, implement and coordinate client's service plans relating to supported employment and education
- Explain Fred Victor's services, privacy and confidentiality policies, and client role, responsibilities and rights and seek agreement to service
- Ensure that clients are supported in their efforts to improve their quality of life through an understanding of the client's identified needs
- Support clients to link to services through education on identified resources, initiating connection, providing accompaniment, information sharing, mutual planning and problem-solving, and advocacy where necessary
- Support time management skills to enable attendance at appointments
- Work collaboratively with other multi-disciplinary professionals to ensure clients' success
- Develop a mutually agreed upon flexible transition plan that promotes wellness and independent skills and strengths and connects the client to their community
- Assess, monitor and intervene when significant debilitating changes in the client's clinical/mental status is evident and intervene immediately and appropriately during a crisis

Administration / Documentation:

- Create up-to-date, accurate notes, and data with regards to client interactions and interactions with all service providers and other supports in accordance with program and privacy policies and guidelines
- Participate in program evaluations, client survey processes, and other research and evaluation processes as required
- Participate in the strategic direction and processes of the organization
- Adhere to all Fred Victor Policies including health and safety and privacy and confidentiality

What You Bring to the Team:

- Degree in Social Work, Diploma in social services, or related disciplines (Occupational Therapy, Nursing, etc.) with significant experience
- **Must be registered and in good standing with a relevant regulatory body in Ontario.** (e.g., Ontario College of Social Workers, College of Occupational Therapists of Ontario, College of Nurses of Ontario, or equivalent)
- Valid CPR / First Aid training
- At least 2 years mental health and addictions case management experience working with people experiencing psychosis, severe and persistent mental health concerns, concurrent disorders, homelessness, and addictions
- Strong knowledge and confidence in utilizing the NAVIGATE model
- Knowledge and understanding of major mental health diagnoses as outlined in the DSM V
- Knowledge and understanding of case management roles and functions

What Sets You Apart:

- Ability to work effectively with professionals of various disciplines including psychiatrists, social workers, nurses, etc.
- Knowledge and understanding of the Mental Health Act and the processes involved in intervening in risk of harm situations
- A clear understanding of PHIPA and other relevant privacy legislation that is related to being a custodian of health information
- Strong understanding, knowledge, analysis, and commitment to social justice issues, equity, anti-racism and anti-discrimination practices
- A well developed ability to prioritize work through short and long-term goals and the demonstrated ability to remain flexible in reaching those goals
- Computer literacy in Microsoft (Word, Excel, PowerPoint, Outlook); experience in client information systems and/or electronic medical records is an asset

Compensation and Benefits:

- For the Supported Employment and Education (SEE) Specialist, Fred Victor offers an hourly rate of $31.30
- 4 weeks of vacation to start + 1 float day
- Generous paid sick leave allowance
- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5 % of your gross salary will be contributed to a group RRSP on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP
- Access to employee and family assistance plan

How You Can Apply:

Send your resume and an email describing why you want to be part of the Fred Victor Team to **Hiteshi Rushi** at hrushi@fredvictor.org with "**Job Application: Supported Employment and Education (SEE) Specialist**" in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.