



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## Circle Of Care Coordinator

<b>Job ID</b>	<b>5C-23-36-58-6C-CD</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=5C-23-36-58-6C-CD">https://careers.indigenous.link/viewjob?jobname=5C-23-36-58-6C-CD</a>	
<b>Company</b>	Native Child And Family Services Of Toronto	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2020-12-03	To: 2020-12-16
<b>Job</b>	Type: Full-time	Category: Resource Sector
<b>Job Salary</b>	\$39,000 - \$64,000	
<b>Languages</b>	English	

### Description

Native Child and Family Services of Toronto is an Aboriginal community controlled multiservice agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Circle of Care Coordinator

Classification: Regular Full-Time

Hours: 35 hrs/wk.

Range: \$39,636-\$64,646

Location: Aboriginal Child and Family Centre – 2 positions East/West

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nations, Metis and Inuit applicants to apply and to please self-identify in their cover letter.

### Position Summary

Under the direction of the Supervisor, Aboriginal Child and Family Centre, the Circle of Care Coordinator will provide a range of case management services to ensure wrap around supports for families and individuals. This position will work collaboratively with community members to formulate goals, identify needs, appropriate resources and referrals to support their success in building and maintaining healthy lifestyles and community connections.

Reporting to the Supervisor, the incumbent will take the lead in developing and implementing the Circle of Care and will be responsible for ensuring all aspects of the program are managed logistically.

### Main Responsibilities

- Provide fair, respectful and culturally relevant services to Aboriginal children and families, consistent with the mission, vision, and values of Native Child and Family Services of Toronto;
- Design, develop and implement plans to meet needs/objectives of families and/or individuals;
- Assess needs of families, provides support and documentation case work regarding

family/individual assessment and guidance;

• Researches and identifies appropriate resources, supports and referrals within a culturally responsive context;

• Creates and documents procedures related to this program area;

• Work collaboratively with internal/external staff, all community stakeholders and other supports to support a continuum of integrated care the Aboriginal community;

• Plans, designs, develops and maintain a database of participants to the service;

• Participates in short and long term planning sessions, budgeting, team meetings and annual evaluations;

• Assist in the design, development and distribution of promotional aides for each program and the Aboriginal Child & Family Centre;

• Maintain ongoing communication and relationships with various community resources, services and stakeholders;

• Act as a liaison between internal and external agencies;

• Participating, as a team member, in team events and day to day site programs, and providing support when necessary;

• Responsible for Food Sovereignty program which includes: tracking intakes, supporting and overseeing the assembly, staging, delivery of food hampers;

• Assist in recruiting and organizing authentic parent/guardian, family and community involvement;

• Other duties as assigned.

What we are looking for:

• Post-Secondary Education in the areas of (SSW, CYW, ECE or equivalent)

• 1 – 2 years experience working within the social services field

• Experience working with high-risk and/or Aboriginal communities;

• Produce a clear Vulnerable Sector Police Record Check.

• Knowledge of First Nations, Inuit and Metis traditions and cultures, as it pertains to the local community.

• Knowledge and understanding of community supports and referral processes

• Organizational skills to prioritize a variety of demands.

• Strong leadership and facilitation skills

• Flexibility in working program service hours in weekends/evenings

• Excellent communication skills, both oral and written, to accurately document all case notes.

• Ability to work collaboratively with others from a strength-based and culturally-based approach.

• Maintain confidentiality of all information related to children, parents and staff.

• Access to a reliable vehicle is an asset.

• Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.

• Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.

• Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

## **How to Apply**

If you are interested in this job opportunity, please apply by clicking **APPLY NOW** button on or before December 16, 2020

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.