



INTERNAL / EXTERNAL JOB POSTING

Program Coordinator, 1900 Sheppard, Housing Project Full Time Permanent

Massey Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

Reporting to the Manager, Community Programs, the Program Coordinator, 1900 Sheppard, Housing Project, provides leadership, planning and coordination skills to meet the diverse needs of tenants, who are young families, living at 1900 Sheppard Avenue and the broader community. The Program Coordinator, using community engagement skills works with partner agencies to facilitate young families’ access to their programs and services.

The Program Coordinator is responsible for intakes into the housing at 1900 Sheppard, provides ongoing tenant support, plans and ensures the implementation of group programming in an inclusive and supportive environment.

Term: Permanent Full-time (40 hours/week)

Program: Community Programs

Reports to: Manager, Community Programs

Qualification:

- Postsecondary degree in Child and Youth Worker, or equivalent
- Minimum three years’ experience in youth and family counselling, including two years’ experience coordinating and facilitating community programs for diverse communities in collaboration with partner organizations
- Crisis intervention skills
- Knowledge of the for-profit and not-for-profit housing sectors
- Experience planning and coordinating programs from an equity, diversity and inclusion (EDI) lens for young families
- Knowledge and experience planning and coordinating or delivering programs from a trauma-informed lens
- Experience building relationships with young mothers and their babies and creating the therapeutic milieu
- Experience in a variety of intervention techniques including group work, family work and providing individual support to young mothers and their babies
- Ability to create a welcoming non-judgmental environment and facilitate programming for youth mothers and their children
- Demonstrated leadership skills

Date of posting: January 21, 2022



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- Ability to take initiative, strong advocacy, problem solving and short-term relationship building skills
- Ability to work independently as well as in a group setting
- Good verbal and written communication skills and computer literacy essential
- Valid Police Reference Check and Vulnerable Sector Screening
- Standard First Aid, CPR-C required
- Crisis Prevention and Intervention (CPI) certification and ASIST training is an asset
- Experience working or living in Jane and Sheppard/Finch community an asset
- Knowledge of a second language/culture an asset (i.e. French Language)

**Working
Condition:**

- 40 hours/week Monday to Friday 9am to 5 pm, with occasional evening work for programming
- Occasional travel and ability to lift items as heavy as 10 lb.
- Work from different offices including 1900 Sheppard Ave, 40 Humewood Dr,

Closing Date: February 4, 2022; 5:00 p.m.

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Massey Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

Massey Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources

Massey Centre

1102 Broadview Avenue

Toronto, ON M4K 2S5

Fax: 416-425-4056

OR

Email: hr@massey.ca (please quote "Program Coordinator, 1900 Sheppard" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

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