



EMPLOYMENT OPPORTUNITY

Aboriginal Healthy Babies Healthy Children (AHBHC) Program Coordinator (Contract)

The Native Women's Resource Centre of Toronto (NWRCT) is a community-based organization dedicated to providing resources and support to urban Indigenous women and their families. NWRCT delivers culturally relevant programs and services that empower and build the collective capacity and self-sufficiency of Indigenous women.

NWRCT is currently seeking an Aboriginal Healthy Babies Healthy Children (AHBHC) Program Coordinator. The AHBHC Program aims to improve the well-being and long term health prospects of Aboriginal children, prenatal to 6 years. The program includes pre and post-natal screening and assessment, home visiting, service coordination and support for service integration. This position involves the provision of 'peer counseling' and referral services. This is a full-time contract position and reports directly to the Executive Director.

Responsibilities:

- Recruit new clients and participants into program through various outreach initiatives
- Conduct in-house referrals and intake process including an individual needs assessment and plan for each client
- Provide family support plans, service coordination, and referrals
- Provide outreach and home visits to clients as needed
- Coordinate weekly program activities; including promotion and advertising, coordinating facilitators, buying supplies, organizing activities, and clean up
- Coordinate specialized workshops throughout the year
- Coordinate the sharing of resources and programs with other NWRCT Coordinators where appropriate
- Build new relationships and strengthen existing ones with external stakeholders where appropriate
- Make presentations on the AHBHC Program when appropriate
- Accurately capture client and program data to report on program outcomes accurately and on deadline

Qualifications:

- Bachelor Degree in Social Work, Early Childhood Education or a relevant Social Health post-secondary education. Applicable work experience in providing social support services to clients in an Aboriginal setting will also be considered
- Experienced in program development and execution, with the ability to work as part of a team and independently with minimal supervision
- Well-developed administrative, organizational and communication skills in order to meet deadlines
- Demonstrated experience in partner outreach and building community networks
- Strong understanding of issues faced by urban Indigenous women with a strong knowledge of Indigenous cultures and traditions
- Familiar with other social services providers within the GTA including the child welfare system
- Experience working with Indigenous mothers and families is considered an asset
- Candidate may be asked to work flexible hours to deliver programming
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer

Please provide a cover letter and resume to Sarah Midanik, Executive Director at ed@nwrct.ca. The deadline is Sunday, April 14th, 2017 at 5pm EST. Applications submitted after this date will not be considered. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

NWRCT's opportunity for employment is non-discriminatory and in compliance with the provisions of the Ontario Human Rights Code and the City of Toronto's Anti-discrimination Clause.