



EMPLOYMENT OPPORTUNITY

ABORIGINAL HEALTHY BABIES HEALTHY CHILDREN (AHBHC) PROGRAM COORDINATOR (contract)

JOB DESCRIPTION

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 for one year and reports directly to the Program Manager.

QUALIFICATIONS/ SKILLS

- Post-secondary diploma/degree in Social Work or related field, with a minimum of One (1) to two (2) years' work experience
- Applicable work experience in providing social support services to clients in an Aboriginal setting
- Experience 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 and family supports
- Experience working with Indigenous mothers and families
- Candidate may be asked to work flexible hours to deliver programming
- Knowledge and experience maneuvering the health care system and understanding of resources available to post and pre-natal care
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer

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
- Ensures that families have access and support, inclusive of early intervention and prevention services
- Offer advocacy and support through the pre and post-natal period
- 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
- Offers opportunities for healthy childhood development through participant based program activities
- Education & Support in: Breastfeeding Pre & Postnatal Nutrition and Growth. Development FAS / FAE / Parenting, Bonding, Building Self-Esteem, Health & Safety and Cultural Teachings or support
- Other centre duties as required

ADMINISTRATIVE DUTIES

- Complete reports monthly, quarterly, and annually, e.g. client files, programming statistics, and monthly work plan, and submit on or before due date
- Maintain accurate current client listing, case notes, program participation statistics, and client files
- Effectively organize and update the calendar of events

- Assist with program budget expenditures, coordinate and prepare necessary paperwork with adequacy and reasonability
- Assist with other program workshop preparation and monitoring, as required

STANDARDS OF PERFORMANCE

- Adhere to policies, procedures and best practices as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

*The **AHBHC Coordinator** will be directly accountable to the Program Manager or designate for the proper completion of the functions outlined in the job description*

Please provide a cover letter and resume to Daniela Arango at ed.admin@nwrct.ca

Due to the nature of the organization's culturally based social services, NWRCT encourages applications from Indigenous women (Section 24 (1) (a), Special Employment, Ontario Human Rights Code).

Position open until filled.