



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service 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.

Education Assistant

Classification: Contract Full-time (Ending March 31, 2021) Rate: \$20.00
Hours: 35 hrs/wk. Location: 655 Bloor Street W.

Position Summary

Under the direction of the Assistant Supervisor of Youth Services, the Education Assistant Trainee will:

- Work with the supervisor in the preparation, coordination, implementation, and evaluation the program in the areas of life skills building, employment, literacy and basic skills upgrading.
- Assist with the recruitment, monitoring, and provide referrals and other wrap around supports as necessary to support participants.
- Assist in the areas of working with internal/external agencies regarding the preparation and implementation of the certified course.
- Support and guidance around course material and homework.
- Support lifestyle guidance, cultural enrichment and employment preparation.
- Support the development of essential skills such as communication, problem solving and working with others.
- Support participants in obtaining jobs within the Office Administrative field upon completion of the program.
- Work with the supervisor in fostering leadership in youth and build a solid foundation of emotional support.
- Work with the supervisor in the development of individualised Educational Plans of Care, monitor and evaluate progress on a monthly basis as well as a final group progress report.
- Other duties as assigned

What we are looking for:

- Must be registered with Miziwe Biik Aboriginal Employment and Training, and working with an Employment Counsellor;
- High School Diploma;
- Experience working with the Aboriginal community or personal lived experience would be an asset.
- Must pass a police record check (Vulnerable Sector);
- Computer skills (Word, Excel, Outlook);
- High literacy in Aboriginal Cultures, Urban Aboriginal issues, and understand the unique dynamics that exist within the First Nations, Inuit, and Métis cultures;
- Written and Oral Communication skills;
- Organizational skills, ability to multitask, initiative and respect for confidentiality provide you with unique characteristics that will bring success in this position;
- Facilitation experience would be considered an asset;
- Entrepreneurial interest;
- 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; and
- 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.

If you are interested in this job opportunity, please apply by email on or before **March 25, 2020** to hrcfst@nativechild.org quoting reference number **#20-03-04**.

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.



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