

*Jane/Finch Centre is a community based organization driven by passion, innovation and a strong commitment to social justice, community engagement and collaboration. Our vision is a healthy community – strong, inclusive, socially and politically active through diversity, opportunity and participation.*

*The Spot is a safe and accessible space created to support vulnerable youth to optimize their personal, social, and vocational competency in order to achieve their full potential, ultimately reducing the effects of poverty. The focus of The Spot's work is youth-centered and designed to promote the overall health of youth by building on their strengths. Our programs are committed to increasing and building the leadership skills of youth. We support youth to realize and reach for opportunity.*

### **The Position:**

The Jane/Finch Centre is currently filling a position for a Falstaff Youth Program Assistant. This is a part-time, 28 hour per week position, with a salary rate of \$21.41 per hour.

### **Accountability:**

The Falstaff Youth Assistant is accountable to the Manager of Youth and Settlement.

### **General Responsibilities:**

Under the direct supervision of the Manager of Youth and Settlement, the Falstaff Youth Assistant is responsible for planning and implementing a violence prevention program for youth aged 13-29 in the Jane and Falstaff neighbourhood.

### **Specific Responsibilities:**

- Plan, organize, implement and facilitate activities and programming for youth aged 13-29 in the Jane and Falstaff neighbourhood;
- Ensure overall delivery of the program as outlined in the program description and as directed by the Manager;
- Conduct targeted and general outreach to recruit participants and engage partners;
- Support assessment of program applicants to review eligibility and assess needs of participants;
- Recruit and maintain coaches / mentors that will directly work with the participants;
- Plan and facilitate weekly workshops according to the project plan;
- Support the program caseworker in providing ongoing one-to-one and group support, as well as visits and intervention;
- Support the implementation of data collection systems and monitoring and evaluation tools;
- Identify and build new partnerships with local community organizations/groups, employers, and educational institutions and others;
- Coordinate student and volunteer recruitment; and provide support to volunteers and students by supporting the achievement of their learning goals;
- Develop and maintain resource materials necessary for the effective delivery of services;
- Contribute to the overall documentation of project insights, learnings, and shifts as part of evaluation process;
- Monitor project expenses and internal/external reporting requirements;
- Prepare materials for events and programming;
- Support other youth programs and projects as deemed appropriate, including violence prevention and response initiatives;

- Participate on relevant youth community coalitions, networks and groups to keep up-to-date on current trends, services and supports that will assist program target populations;
- Ensure that program statistics, reports and evaluations are planned and implemented in a timely manner;
- Work co-operatively and maintain ongoing communication with other program staff and volunteers;
- Ensure that the necessary equipment and supplies are available and in good condition;
- Perform administrative tasks necessary to support the program;
- Take appropriate action to deal and de-escalate incidents, problems and emergencies as outlined in policies and procedures;
- Contribute to other related projects at the Jane/Finch Centre, as needed;
- Ensure project activities comply with all Jane/Finch Centre policies and procedures; and
- Performs other relevant tasks required by the Centre, under the direction of the Manager.

#### **Qualifications:**

- Post-secondary degree/certificate in Child and Youth Work, Social Work or equivalent.
- Strong interpersonal and programming skills.
- Previous experience in working with youth in a culturally diverse environment.
- An understanding of the Jane and Falstaff community and local resources available.
- Ability to communicate fluently in English, verbally and in written.
- Verbal and written fluency in a second language as represented by youth communities in Jane and Finch, an asset.
- Demonstrated ability to work appropriately and sensitively with confidential information.
- Demonstrated cultural competence and experience working with a diversity of communities/cultures.
- Proven skills in conflict mediation and de-escalation.
- Knowledge of specific problems and issues, service needs, perspectives of youth in general, as well as youth who have been marginalized.
- Satisfactory police check is required.
- Proven commitment to organizational principles of anti-discrimination and anti-oppression
- Able to work flexible hours and evening shifts.

Please submit resumes and cover letters as one attachment to [pablov@janefinchcentre.org](mailto:pablov@janefinchcentre.org)

Resumes should be received no later than **3:00 pm on June 16, 2020** and should reference “Falstaff Youth Assistant” in the subject line.

#### **DIVERSITY, EQUITY AND ACCOMMODATION**

*Jane/Finch Centre is committed to having a workforce that is reflective of the diversity of the Toronto community and of our participants. We strongly encourage applications from: racialized persons, Indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives.*

*Jane/Finch Centre is committed to hiring practices that are inclusive and barrier free, and will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.*