



JOB DESCRIPTION TRADITIONAL HOUSING SUPPORT RELIEF WORKER PART-TIME

Our Vision:

The Native Canadian Centre of Toronto is dedicated to helping all of our relations on their journey

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

- I Job Titles:** Transitional Housing Support Relief Worker
- II Employment Term & Work Hours:**
Term: On-Call Relief as needed
Salary: \$20/hr
Hours: Shift work (9:00am-5:00pm, 5:00pm-1:00am, 1:00am-9:00am)
- III Department:** Youth Program
- IV Direct Report:** Transitional Housing Team Leader
- V Job Purpose:** The role of the Transitional Housing Support Relief Worker is to support the implemented plans, supportive programming and services individually designed for each youth in order to assist them in achieving their goals while residing at the house. In addition, the Relief Worker ensures that youth are actively contributing to the overall implementation of their goals as well as contributing to the health, well-being and safety of all who live and work at the house.
- To perform this job successfully you must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required.
- VI Duties and Responsibilities** The Transitional Housing Support Relief Worker reports to and takes direction from the Transitional Housing Team Leader. The Transitional Housing Support Relief Worker provides support to all youth within the house who are participating in NCCT programming and services. Duties include but are not limited to:
- Provide support to Aboriginal youth living with or at risk of mental health and substance use challenges
 - Ongoing assessment of youths state of mental health and ability to function in a real-world environment



- Manage youth client files, add notes based on episodic assessments and incidents, progress and evaluations
- Keep up to date on all youth care plans and be knowledgeable of what is specifically planned to help each youth meet specific and desired life goals
- Engage and monitor youth in their participation of house duties such as cooking and cleaning schedule
- Room monitoring
- Provide a wide range of assistance, guidance or service(s) that supports the physical, mental, spiritual and emotional well-being of youth who live within the house
- Work in collaboration with the Youth Case Management Team, ensuring a safe and supportive atmosphere in the home. This includes assisting youth with education, medical appointments, life skills etc that enrich their activities of daily living
- Support and collaborate with the internal and external care team in designing the aftercare plan for youth who are being released or aging out of the program
- Carry out pre-established support plans with youth, and provide crisis intervention as needed in order to ensure a safe living situation for all
- Working in partnership with various community agencies to coordinate and facilitate access to support and health services for youth
- Community referrals and networking
- Ensuring a clean, safe and secure environment for all who live and work in the house
- Providing individual and group counselling/support to youth
- Other related duties as required

VII QUALIFICATIONS:

- Post-Secondary bachelor's degree in social work, psychology, counselling or a similar field of study required
- Knowledge of community resources, counselling and social work practices with high risk culturally-diverse Indigenous youth, including acceptance of alternative lifestyles
- Supportive of the Recovery Model, Harm Reduction and knowledgeable of the Anti-Oppressive Framework
- Culturally sensitive with appropriate skills in problem solving, written and verbal communication, interpersonal relationship development and critical thinking
- Professional documentation skills, able to use Pirouette data program an asset
- Ability to motivate and support youth and team mates towards achieving goals
- Ability to work independently, strong sense of focus, task-oriented, non-judgmental
- Clear sense of professional boundaries and respect for confidentiality involving both youth and fellow employees
- Recent Criminal Reference Check



- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

VIII Working Conditions: Special working conditions may consist of working other shifts schedules, working outdoors or off site.

IX Physical requirements: May be mentally and emotionally challenging. Some heavy lifting as the house receives many supply orders.

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The successful candidate is expected to contribute positively to the implementation of the NCCT’s vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a part-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, please submit your resume and a cover letter to:

**Jennifer Upshaw
Transitional Housing Team Leader
16 Spadina Road, Toronto, ON M5R 2S7
Email to: Jennifer.Upshaw@ncct.on.ca
Position Open Until Filled**

**SUBJECT LINE:
NCCT: Youth Program: Transitional Housing Support Relief Worker**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at epohl@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.