

Job Posting

Reintegration Centre Team Leader

FUNCTION: To manage the day to day operations of the Reintegration Centre (R.C.) including staff scheduling, supervision and coordination of the Harm Reduction Peer Program/Peer Workers/other staff/students/volunteers at the R.C.

HOURS OF WORK: 37.5 hours per week, permanent full-time, on-call after hours as scheduled.

Reports to: Director of Community Initiatives, Policy and Research

JOB DESCRIPTION:

1. To liaise with community stakeholders through engagement with local groups in the South Etobicoke area.
2. Ensure the good working order of the building in which the R.C is located; identifying issues and connecting with landlord/property manager and others to remedy challenges
3. Work with Relocation Consultant and Evaluation Team as directed
4. Recruit, train, hire, orient, supervise, coach and debrief Peer Workers on a daily basis
5. Supervise students and volunteers and staff from other departments working at the RC as needed in consultation with Volunteer Coordinator and other Team Leaders
6. Work with the Toronto South Detention Centre to maintain and enhance referral processes to the R.C. as directed
7. Promote the R.C. and the Peer Support Program through taking part in speaking engagements, community events/workshops, and ensuring the distribution of promotional materials
8. Provide opportunities for Peer Workers' learning, growth, and development
9. To ensure that all deliverables are achieved as required by our funders as per our program Work Plans
10. Assist with the completion of funding reports/applications, and research initiatives as directed
11. To maintain and submit monthly program statistics
12. To ensure staff coverage at the R.C. by developing monthly schedules based on needs and availability
13. Liaise with funders and government representatives when required

14. Provide Senior Management Team with regular feedback about the evolution, program needs, challenges and opportunities at the R.C.
15. Lead regular R.C. Team Meetings and Peer Support Meetings
16. To provide input into Performance Evaluations of staff providing services in the R.C.
17. To maintain the confidentiality of all matters related to Human Resources.

ESSENTIAL REQUIREMENTS:

1. Ability to function and manage in a high stress environment
2. Excellent at multi-tasking
3. Strong conflict resolution and crisis intervention skills
4. Knowledge about and supportive of harm reduction philosophies and practices
5. Comprehension of the value of integrating people with lived experience into program development and service delivery
6. Enthusiastic, charismatic and confident community leader who can engage diverse stakeholders
7. Strong meeting facilitation skills
8. Confident in the provision in staff/peer supervision, coordination, and training
9. Knowledge of the correctional and criminal justice systems in Ontario.
10. Knowledge of housing and homelessness

QUALIFICATIONS:

1. Minimum of 2 years supervisory/management experience
2. Minimum of College Diploma or University Degree in social services.
3. Minimum of 3 years experience in social services or a related field.
4. Experience in program development and program evaluation.
5. Some knowledge of program and process evaluation and an interest in research
6. Knowledge of community reintegration barriers for formerly incarcerated persons, provincial court/correctional processes, housing and homelessness in a local context
7. Demonstrated experience working with a diverse ethno-racial and multi-lingual client group.
8. Commitment to the principles of anti-racism, anti-sexism, and to challenge other forms of oppression.
9. Strong verbal and written communication skills, administrative skills, and a willingness to work as part of a team.
10. Recent criminal record check
11. Expertise in the development of peer programming an asset

We strive to ensure our staff compliment meets the diverse needs of the community we serve. Our agency is in compliance with AODA standards, should you be invited to an interview and require assistance please contact us in advance of the interview. The John Howard Society of Toronto is United Way Anchor agency.

All interested applicants should send their cover letters and resumes to Amber Kellen,
Director of Community Initiatives, Policy and Research akellen@johnhowardtor.on.ca by
April 1, 2017 at 4pm.