



SEEN Collaborative – Youth Coordinator

Title: SEEN Collaborative Youth Coordinator, Part-time

Payrate: 24 Hours per Week at \$24 per hour

Reports to: SEEN Collaborative Project Manager and SEEN Collaborative

Application deadline: August 9th, 2019

Summary

The Supporting the East End Neighbourhoods (SEEN) Collaborative is a group of six agencies working together to strengthen the quality and responsiveness of services for youth in conflict with the law. Funded through the Youth Opportunities Fund through a five-year grant (currently in its second year), the collaborative is working to develop a framework for communities to better support these young people through connecting them to services that decrease known risk factors for recidivism, and increase their potential, specifically in the neighbourhoods of Regent Park, Moss Park, the Esplanade, St. James Town, and Rivertowne.

The collaborative is made up of the following partners (in alphabetical order):

- Central Neighbourhood House
- Dixon Hall
- Peacebuilders
- Regent Park Community Health Centre
- Toronto Kiwanis Boys & Girls Club
- Yonge Street Mission

The SEEN Youth Coordinator is responsible for supporting the SEEN Collaborative mission with a focus on the Esplanade, Moss Park and St. James Town Communities.

Job Duties:

- With support of the Project Manager and collaborative partners, identify youth involved in the justice system and engage them in consulting on needs and gaps in services for youth in Esplanade, Moss Park and St. Jamestown
- Outreach and coordinate services to support youth and families involved with the justice system
- Connect and develop a network of secondary partners (Schools, community agencies, City of Toronto, TCH, Probation, Lawyers etc) currently providing support services for youth involved with the justice system.



- Connect and develop network with frontline youth workers in Moss Park, Esplanade and St. Jamestown
- Develop asset map of services for youth in Moss Park, Esplanade, and St. Jamestown
- With the support of the Project Manager, organize training & professional developments for collaborative partner frontline staff through ongoing feedback and Needs Assessment; evaluation of training activities through participant evaluation and performance monitoring.
- Support youth in job search, school support, access to other resources
- Through ongoing consultation with youth and partner agencies, develop joint recommendations to change policies, procedures, and practices in youth-serving organizations and the larger youth justice system that will serve to improve access to and quality of services for youth
- Support in SEEN Collaborative communications and promotion, including the development, production and distribution of promotional materials.
- Maintain professional relations with clients, community, and professional and social service groups in the community.
- Act as a positive role model, instilling the Collaborative's values in children, youth and staff
- Ability to maintain client confidentiality while also knowing what circumstances divulging confidential information when appropriate
- The ability to work with minimal supervision, manage time effectively, and to accept changes in the work environment
- Willingness and flexibility to alter work schedules and regular duties
- Basic knowledge of Microsoft Office programs (Word, Excel, Outlook) and competency in maintaining information in a database.
- Monitor phone calls and emails and respond to all inquiries appropriately and within a reasonable amount of time.
- Develop and maintain strong member and community relations, including relations with other professional and social services groups within the community at large.
- Other duties as assigned.

Requirements & Qualifications

- Child and Youth Worker Diploma from a recognized post-secondary institution or equivalent experience
- Three or more years of related professional experience working with youths aged 14-21, specifically youth involved with the justice system.
- Demonstrated ability to work co-operatively and negotiate effectively within a multi-disciplinary team of service providers.





- Knowledge of and sensitivity to the life experiences and needs of the youth community. Lived experience in the community would be beneficial.
- Ability to utilize and implement a risk assessment strategy
- Strong interpersonal skills including, but not limited to, the abilities to relate to people, manage conflict, and adapt to change, awareness of the emotions of self and others, and commitment to a collaborative, respectful workplace.
- The ability to provide high quality, client focused service, delivered in a positive, professional, compassionate manner.
- An understanding of the context of youth justice and the system issues that youth and families face.
- The ability to organize and facilitate workshops and to speak in public
- A basic knowledge of Microsoft Office programs (Word, Excel, Outlook) and competency in maintaining information in a database.
- Knowledge of more than one language would be an asset.

Applications will be reviewed upon receipt and posting will remain open until August 9th, 2019. Please send a cover letter and resume in one document to Sarah Rogers, Project Manager of SEEN Collaborative, srogers@believeinkids.ca. No phone calls please.

The Toronto Kiwanis Boys and Girls Clubs encourage applications from all interested parties regardless of race, religion, ability or sexual orientation. We thank all applicants for applying, however, only those selected for an interview will be contacted. All applications must provide references. Successful candidates must undergo a Criminal Reference/Vulnerable Sector Check.

