



## JOB POSTING

<b>POSITION:</b>	TRANSITIONAL HOUSING AND SUPPORT WORKER
<b>REPORTING TO:</b>	CLINICAL & PROGRAM MANAGER, FAMILY VIOLENCE SERVICES
<b>JOB TYPE:</b>	FULL-TIME PERMANENT (40 HRS/WEEK) – OPSEU BARGAINING UNIT
<b>POSTED DATE:</b>	FEBRUARY 15, 2022
<b>APPLICATION DEADLINE:</b>	FEBRUARY 22, 2022
<b>EXPECTED START DATE:</b>	ASAP
<b>LOCATION:</b>	TORONTO

### ABOUT CHILD DEVELOPMENT INSTITUTE

CDI is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

### POSITION SUMMARY

CDI is seeking a dynamic **Transitional Housing and Support Worker** to join the Clinical Team. The incumbent will be primarily responsible for providing a wide variety of supports and services to women including the development of safety and transition plans, providing necessary community supports through direct service or referrals and advocacy in the areas of housing, employment training, income support, food security, immigration processes, cultural interpretation, legal and court support. The incumbent will work collaboratively with other Transitional Housing and Support Programs, Non-Transitional Housing and Support programs and the Social Housing Co-ordinated Access Centre.

As a part of this position, the Transitional Housing and Support Worker will focus on women's health and wellbeing, providing transitional group programming focused on information sharing, parenting support and peer support related to a variety of topics. When requested, this role will also support women in seeking out longer term counselling supports through community-based referrals.

### DUTIES AND RESPONSIBILITIES

1. Assess the immediate needs of clients who have experienced gender-based violence to support their physical and emotional safety.
2. Assist clients in developing safety plans to increase safety for themselves and their children
3. Assist clients in developing transitional plans to access community supports.
4. Advocate with and on behalf of the client in the social services, welfare, immigration and legal systems; accompanying clients to meetings and court proceedings, etc.
5. Provide information, assistance and referrals to other agencies or services for housing, counselling, parental support, educational upgrading, job training, income support and legal aid and co-ordinating service delivery with other agencies.
6. Collaborate with external services including but not limited to the Social Housing Co-ordinated Access Centre.
7. Monitor the community to identify unmet needs, services, changing trends, new issues or opportunities; assist with the ongoing evaluation, development and maintenance of all aspects of the program.
8. Accepts and works within the framework of the Institute's stated vision, mission, values and goals.
9. Ensures services meet ethical and professional standards and are congruent with the mission and direction of the agency.
10. Maintains confidentiality in all aspects of job (written/verbal/implied).
11. Liaise with internal staff and consult with other CDI staff, to ensure appropriate communication and coordination for internal program referrals.
12. Lead and model in establishing and maintaining positive relationships with families and their support network (community agencies, hospitals, etc.).

13. Oversee referrals and client group assignments and work flexible hours related to the needs of the program.
14. Answer phone calls during program delivery, as scheduled.
15. Provide information, referrals and advocacy in the following areas: income, shelter, food, clothing, health and personal needs.
16. Pro-active in community development and initiatives aimed at creating housing for families.
17. Participates in program development, quality assurance, evaluation, data collection and research activities as required.
18. Ensures proper client documentation is completed in accordance with agency policies and procedures (i.e.- reports and electronic file notes).
19. Assumes a clear community profile that well represents the organisation.
20. Keeps the Manager, FVS apprised of service delivery and clinical issues.
21. Performs other assigned duties in the interests of the agency.
22. Participates in development planning, research activities and ongoing evaluation of services.
23. Works collaboratively with other professionals and organizations on cases and special projects.
24. May provide supervision to practicum students as capacity allows.
25. Assumes other responsibilities as may be assigned from time to time.

## **MINIMUM QUALIFICATIONS AND SKILLS**

- Assaulted Women and Children's Advocate Diploma, Social Services Diploma or equivalent.
- A minimum of one year experience in providing transitional housing and support services.
- Demonstrated knowledge of and skill in navigating community resources and systems focused on housing, counselling, immigration processes and food security.
- Knowledge and understanding of advocacy, housing and precarious and transitional housing issues.
- Demonstrated skill in developing safety plans for clients who have experienced gender-based violence.
- In-depth knowledge of the dynamics of gender-based violence and trauma within a feminist, anti-racist and anti-oppression framework.
- Solid advocacy skills in relation to navigating the various systems involved in the lives of clients who have experienced violence (e.g. legal, child protection, immigration).
- Experience working with children, youth and families who have experienced gender-based violence
- Excellent initiative, organization and time management skills.
- Demonstrated ability to work positively and calmly, collaboratively, and in partnership with families and children.
- Adherence to excellence in professional and ethical standards required, including ethical principals related to client interaction, documentation and confidentiality.
- Sensitivity to the uniqueness and demands of a public service agency.
- Maintains the confidentiality, security of client-related, and agency information.
- Demonstrated ability to probe, analyze, synthesize and problem solve issues.
- Proficient with MS Office Suite and navigating database systems.
- Possess strong verbal and written communication skills.
- Dedicated and flexible team player, able to interact with team members and colleagues at all levels of the organization.
- Demonstrated ability to work in a respectful manner with groups from diverse backgrounds and experiences.
- Commitment to continuous learning and remaining current on research & literature related to gender-based violence, transitional and safety planning and risk assessment.
- Knowledge of relevant legislation.
- Strong organizational, analytical, problem solving and decision-making skills within scope of the role.
- Ability to prioritize and meet deadlines in a dynamic environment.
- Ability to participate in program planning and evaluation as required.
- Excellent interpersonal skills.

## **WORKING CONDITIONS**

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- The noise level in the work environment is usually moderate to high.
- Travel to various locations and partner agency sites on a regular basis.
- Fast-paced work environment.
- Frequent handling of queries and calls from families, employees, and managers.
- Works flexible hours to meet the needs of clients including 2-3 evenings a week.
- Occasionally required to work overtime.
- Available by phone during program delivery.

**COMPENSATION:** 52,125 per annum

**APPLICATION INSTRUCTIONS:**

Child Development Institute

Human Resources

E-mail: [lsura@childdevelop.ca](mailto:lsura@childdevelop.ca) and [careers@childdevelop.ca](mailto:careers@childdevelop.ca)

*Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.*

**DIVERSITY AND INCLUSION:**

*Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,*

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

*We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.*

**ACCOMMODATION:**

*Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.*

*All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.*

**Note: All CDI employees are required to be fully vaccinated as a condition of hire in accordance with CDI Mandatory Vaccination Policy.**