



# Youth & Family Resource Network

of Essex County

SUPPORTING FAMILIES...BUILDING FUTURES

The Youth & Family Resource Network of Essex County seeks applicants for the following available positions. Successful applicants will be energetic, passionately committed, and excited to work in a highly synergistic team environment. All positions will be based out of the Kingsville office and require regular travel; ability to drive in accordance with agency policies and regular access to a reliable vehicle is a must.

Interested parties should forward a resume and cover letter by email to [info@resourcenetwork.ca](mailto:info@resourcenetwork.ca) before February 4<sup>th</sup>, 2012. Please include the title of the position you are applying for in the subject line of your email. Thank you for your interest, but only successful applicants will be contacted to arrange for interviews.

## Youth Transitional Support Workers (2 positions)

Youth Transitional Support Workers will be responsible for coordinating support services and crisis intervention for youth in Essex County who are experiencing or at-risk of homelessness. Job responsibilities include providing one-on-one client support services, advocacy and referral to community resources as appropriate. Staff need to work well under pressure and both independently as well as part of an organized team. These are contract positions ending March 31, 2014 for 35 hours per week; evenings and weekends may be required.

### Qualifications:

- Minimum BSW or university degree in a related field
- Extensive experience working with youth (ages 16-24) and at-risk populations
- Formal training or employment experience with LGBTQ issues
- Experience with mental health and addictions services a significant asset
- Exceptional organizational and communication skills
- Proven knowledge of statistics and outcomes measurement reporting

## Community Developer

The Community Developer will be responsible for coordinating the activities of the Homeless Coalition of Windsor-Essex County. The Community Developer receives direction from the Homeless Coalition and is responsible for creating the partnerships required to act on the initiatives and priorities as identified by the community. A major responsibility of the position is to facilitate the development of a community plan that outlines Windsor-Essex priorities as related to homelessness for the 2014-2017 planning cycle. This is a contract position ending March 31, 2014 for 20 hours per week. Regular travel to Windsor will be required.

### Qualifications:

- A university or college degree/diploma in social sciences or related field OR extensive work experience equivalent to education
- Experience in community development activities
- Demonstrated knowledge of local homelessness issues
- Experience in volunteer management, project management, group facilitation, and public presentations
- Excellent organizational, written and oral communication skills

### Nutrition Workshop Facilitator

As part of the Community Nourishment Partnership program, the Nutrition Workshop Facilitator must plan and deliver workshops on healthy eating and smart shopping across Essex County. Successful candidate will have experience working with diverse populations. This is a short-term Pathway to Potential funded contract position with possible extension for 20 hours per week.

#### Qualifications:

- A university or college degree/diploma in social sciences or health-related field
- Demonstrated understanding of key nutrition concepts
- Experience with public speaking and/or workshop delivery
- Strong interpersonal and organizational skills

### Director of Programs

Reporting directly to the Executive Director, the Director of Programs will play a key role in refocusing the roles of Youth & Family Resource Network of Essex County's senior management. This position will oversee existing and potential new programs, assist staff in achieving goals, and provide consistent front-line support. This position is a full-time, one year contract with potential for further extension. Some weekends and evenings will be required. Job responsibilities include:

- Implementation and supervision of agency programs
- Resource management, including but not limited to financial and human resources
- Supervision of program staff to ensure adherence to agency policies
- Participation in agency and staff performance evaluation procedures
- Development and implementation of program evaluation tools
- Track and manage program outcomes and incidents per policies and funder requirements
- Oversee and coordinate agency-wide promotion and program marketing
- Rebuild and strengthen volunteer management systems
- Ensure all case management records are written appropriately and accurately
- Generate reports as requested by the Executive Director
- Maintain the highest level of client confidentiality and ethical behaviour
- Represent the agency as requested by the Executive Director
- Provide direct client support when required
- Assist Executive Director with strategic planning and agency development
- Participate in agency activities and fundraisers as required

#### Qualifications:

- Postgraduate degree (MSW preferred) or successful completion of post-secondary program in a related field with a minimum of 5 years work experience
- Experience working with a wide range of social programs or in a non-profit environment
- Ability to drive in accordance with agency policy
- Experience managing staff, including evaluation, training, and team-building
- Exceptional interpersonal and communication skills
- Highly organized, independent, and strong problem-solving skills
- Superior computer and technical abilities