



JOB DESCRIPTION

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.

Job Title: Youth Program Manager

Employment Term, Salary & Work Hours: Full Time, 9:00 am to 5 pm. Monday-Friday

Department: NCCT Youth Program

Direct Report: Executive Director

Position Summary: The Youth Program Manager is responsible for the development of the NCCT Youth Program services and specific projects addressing needs and services for the Indigenous youth (14 – 24 years) of the community. This role will leverage exceptional skills in psycho-social assessments, time limited/goal oriented management of youth; counselling; mentorship; and system navigation to provide support for youth living and working with mental health addictions and cognitive issues.

The Youth Program Manager will lead the delivery of youth services for the NCCT Youth Program, ensuring alignment with the NCCT Strategic Plan initiatives. The Youth Program Manager is responsible for the funding, organization and coordination of staff, programs, and services based on Executive Director approval and/or collaboration. The ideal candidate for this position will understand the day-to-day dynamics of working closely with youth as well as ensuring desirable program outcomes. The Youth Program Manager will provide the team with operational guidance, leadership, long and short term planning, coordination of services and continuum of care planning.

Duties and Responsibilities:

- Lead the delivery of youth support and program services for the Youth Program, ensuring alignment with the NCCT strategic plan
- Oversee psycho-social assessments, and heterogeneous individuals with complex needs and a varied range of dual diagnosis issues such as mental health, addictions, developmental disabilities and so forth
- Maintain an accurate and current client data base
- Oversee the develop, coordination, implementation and navigation of youth service plans and programs
- Work closely with youth case managers and team leads to support positive outcomes
- Oversee the provision of crisis intervention best practices, practical assistance, and/or supportive counselling to youth and/or team as needed
- Engage in ongoing outreach to establish and ensure the procurement, planning, development and implementation of appropriate programs (new and current programs)
- Pursue and manage grant and other funding sources related to youth services and activities
- Proposal writing will be a requirement
- Monitor program progress, financial reports, variances, budgeting, RFP development and grant reviews in conjunction with the Executive Director and/or Financial Controller

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- Working with coordinators, supervisors and case management team to ensure accurate documentation of program outcomes
- Ensure that programs and services are an appropriate mix of health promotion/therapeutic and individual/group/community development in their approach
- Supports the Case Management Team to access appropriate resources and research to support programming
- Maintain current and /or develop new strategic alliances
- Represent the NCCT on various partnership and funder committees
- Joint Health and Safety Committee participant
- Support, observe and ensure compliance with the Occupational Health and Safety Act and other relevant acts and regulations followed by the NCCT to promote and maintain a healthy workplace
- Promote and facilitate the integration of the Youth Case Management services and staff with the organization through the use of collaborative/cross-team planning and implementation
- Establish and facilitate effective departmental communications structures and protocols to support departmental development and objectives
- Manage departmental budget(s) and services and monitors financial performance on a monthly basis
- Works in conjunction with the Human Resources Department and/or the Executive Director with program staffing requirements for recruiting, hiring, orientation, evaluation, development, support, succession planning

Qualifications:

- Master's Degree/Diploma in Social Work or in a related profession preferred
- A minimum of 2 years' experience working in a related managerial profession with youth service organizations
- Experience working collaboratively with mental health service providers and/or in a mental health environment
- Comprehensive knowledge and understanding of issues and needs of racialized youth
- Experience and knowledge of strategic planning, human resources, administration and best practice principals as well as business management principles and practices
- Familiar with and commitment to practice from an Anti-Oppression & Equity Framework
- Knowledge of Occupational Health and Safety Act and other relevant acts and regulations
- Proficient in the use of computers and familiar with client data base software
- Excellent verbal and written communication skills
- Knowledge and understanding of Indigenous history, culture and traditional values are an asset
- Ability to work extended hours or on weekends as required
- Successful completion and maintenance of the Police Security Check for Vulnerable Persons
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Valid Standard First Aid/CPR-C

Working Conditions: This position may require a person to work in special working conditions such as evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.



What We Offer:

- Culture-based organization
- Comprehensive health benefits (after probation period)
- Paid time off (vacation, sick leave, holidays, culture days)
- On-site amenities (e.g., cafeteria)
- Full pay range (\$65,000-\$75,000) Hiring range (\$65,000-\$67,000)

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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 full-time position. Salary to 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:

**Sarah Fraser
Human Resources Manager
sarah.fraser@ncct.on.ca**

Position open until filled

**SUBJECT LINE:
NCCT – Youth Program Manager**

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 sarah.fraser@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.