



PLEASE POST IMMEDIATELY

Program Coordinator, Family Navigator

Rose of Sharon Services for Young Mothers (RoS) is a charitable organization providing free support and educational services to prenatal and parenting young women under the age of 29 across York Region. Since 1985, we have given young mothers the opportunity to work towards their goals in a supportive, learning-centered environment while parenting their young children. With the generous support of our community, we can enhance the lives of young women and their families.

Ujima Project at Massey Centre is an initiative of the Ontario Association of Young Parents Agencies (OAYPA) that is comprised of over twenty agencies throughout Ontario that provide programs and services to vulnerable adolescent parents and their children. This initiative will plan and implement 9 Early Childhood Development Hubs throughout Ontario; including Rose of Sharon Services for Young Mothers. The Centre serves as Project Trustee and delivers the Project on behalf of the OAYPA.

The Program Coordinator, Family Navigator will support the implementation of the Ujima Project at Rose of Sharon.

SALARY:

This is a full-time contract position, 37.5 hours per week until December 31, 2024. This is a daytime position with some evenings and weekends. The position reports to the Program Manager. The annual salary is \$58,683 prorated.

DUTIES AND RESPONSIBILITIES:

The Program Coordinator, Family Navigator will be a key contact for young parents and their children seeking resources to help them live independently in the community or exploring kinship or co-parenting options. Young parents and their infants will be partnered with the Program Coordinator who will engage in a collaborative approach to determine the range of young parents and infant/children service needs and their readiness to access treatment/care. The Program Coordinator will facilitate access to timely care, utilizing detailed and extensive knowledge of mental health, infant and early childhood attachment and be a "bridge" between the family and services for young parents offered by community agencies.

The primary duties required for this position include, but are not limited to:

Navigation:

- Develop and maintain a thorough understanding of services available in the GTA for young parents and their children.
- Recognize and promote young parents' readiness, willingness, and ability to participate in accessing services.

- Complete comprehensive needs assessments to determine service needs, training and goals for service.
- Work with young parents to develop a service plan.
- Meet weekly with young parents to review and monitor goals for service.
- Regularly check in with young parents to determine if their circumstances or needs have changed or if their readiness to access services has evolved.
- Assist young parents in identifying training opportunities to increase knowledge and skills and facilitate presentations or workshops to address these needs.
- Promote the attachment and trauma-focused philosophy of the Centre.
- Build a trusting, collaborative partnership with each client and extended support as needed.
- Work in partnership with young parents to explore and link them to the appropriate formal and informal services.
- Broker and coordinate specialist assessments as required.
- Make appropriate referrals in consultations with the young parents in a planned and structured way.
- Support the young parents to reduce barriers to access and transition through service and advocate for young parents and their children across various systems (largely infant and early childhood mental health, healthcare services, addiction, housing, e.g., housing, social services, etc.) to facilitate the introduction to and initiation of services in a timely manner.
- Partner with clients and empower them to make informed choices and support service entry, transition and service discharge/re-entry planning depending on the phase of treatment and the individualized needs of clients.
- Provide psychoeducation regarding adolescent, maternal, infant and early childhood mental health.

Case Consultation and Service Matching:

- Participate in weekly team-based case consultation with psychiatrists and peers where clinical and treatment needs are identified and prioritized to support families with making service decisions.
- Work collaboratively with clinical experts to set priorities and advocate for families with urgent needs and health conditions.
- Explore service options and engage in an ongoing process of researching and vetting service providers to assess for suitability to support FNP clients.
- Proactively share community service/program updates with other Navigators involved in the Ujima Project at OAYPA agencies.

Community Engagement and Relationship Building:

- Community presentations to local service providers, and at local community events.
- Attend site visits with external service providers to cultivate collaborative relationships and facilitate smooth transitions for young parents into services.
- Attend and present at sector-related workshops/conferences to promote and educate the public about Ujima Project and engage in networking to build knowledge about service offerings.
- Coordinate In-Service presentations by local service providers.
- Support young parents to have their voices heard and move towards greater self-efficacy.
- Participate in community resource planning and related work to establish better relationships with service delivery system.
- Promote the services of Massey Centre in a variety of settings.

Staff Team Maintenance:

- Maintain a positive, professional working relationship with all Centre personnel.
- Provide constructive feedback to staff team as appropriate and be open to accepting constructive feedback from members of the team, peers and Supervisor.
- Communicate pertinent information to other team members as necessary.
- Work collaboratively with all members of the interdisciplinary and multidisciplinary teams to promote an effective and coordinated approach to client service.
- Participate in regular staff meetings, case conferences, staff training and development.

Administration:

- Track progress against program plans and funder/Centre specific targets, deliverables, and activities and contribute towards reports to funders, team and Supervisor.
- Proactively identifies any areas where there is a risk of not meeting plans, target or other deliverables as per the funder or Centre deadlines or targets.
- Work with the project team to ensure all relevant forms and documents are completed in accordance with funder or Centre requirements.
- Support the development of program evaluation surveys.
- Compile and submit accurate reports (client records, outcomes, etc.) as required.

Centre-wide Activities:

- Participate in the planning and implementation of Centre-wide activities for the Centre.

Health and Safety:

- Actively participate in the identification of workplace hazards with the aim of continuously improving the health and safety of the work environment
- Ensure familiarity with the Massey Centre health and safety program.
- Other duties as assign

QUALIFICATIONS AND SKILLS:

- A degree in health promotion, child development, child and youth care or psychology or a relevant field or an acceptable level of education,
- skills and experience; additional training in infant mental health,
- attachment, trauma, conflict resolution and/or addictions preferred
- Minimum 3 years' experience working within the community-based child and youth mental health or the young parent and infant sectors, preferably with youth families and their children.
- Demonstrated knowledge of child development and infant/maternal health issues.
- Knowledge of the new parent and family engagement framework, and be able to effectively engage hard-to-reach young parents.
- Knowledge of and passion for working with marginalized, racialized and/or LGBTQ2S youth is preferred.
- Knowledge and understanding of infant and early childhood mental health, housing, community support services, youth mental health and addictions services across the GTA.
- Demonstrated understanding of the barriers and challenges faced by youth parents and their families in culturally diverse, newcomer, and/or low-income communities.

Rose of Sharon Services for Young Mothers

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Registered Charity No 13323 5903 RR0001

- Excellent youth/family engagement and rapport building skills with an understanding of youth focused, client-centered care that is offered in a non-judgmental, strength-based, trauma-informed environment.
- Ability to establish effective working relationships with relevant public, private sector service providers and other community agencies, healthcare services and resources to assist youth parents and their families with accessing housing, healthcare, infant mental health, trauma, attachment, mental health/addictions services and to support successful introductions to services.
- Demonstrated program planning, coordination and evaluation skills.
- Ability to set goals and get results within a pre-determined timeline.
- Ability to multi-task and work independently and flexibility in accepting work assignments.
- Effective time management, decision-making and organizational skills
- A good team member and supportive of interdisciplinary practice
- Demonstrated knowledge of Microsoft Office Suite
- Excellent interpersonal and communication skills. Ability to work effectively with colleagues and clients.
- The Centre is building its bilingual (French/English) capacity and excellent French Language proficiency is a significant asset.
- Current Standard First Aid/CPR certificate.

PHYSICAL REQUIREMENTS:

- The incumbent will have to spend long hours sitting and using office equipment and computers. The incumbent may also have to do some light lifting of supplies and materials from time to time.

CLOSING DATE: Friday, June 2, 2023

TO APPLY:

Please send resume and cover letter to: jkasiri@roseofsharon.com

Only those applicants who are selected for an interview will be contacted. **No telephone or in-person inquiries please.** Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: jkasiri@roseofsharon.com and identify the job title in the subject line.