

Reporting to: Director of Service and Equity

Classification: Part Time Temporary 12-month contract; 21 hours weekly; non-union

Type of Posting: New Position

Salary Range: \$54,569 – 69,402 per annum, prorated to .60 FTE

Starting Date: As soon as possible

Application deadline: 11:59 PM Sunday September 29, 2024. Applications will be reviewed on an ongoing basis.

Application Procedure: Apply through the Career section of our website: <https://hccas.ca/>

MISSION

Guided by Catholic values and teachings, we serve and offer bilingual (English/French) service to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Qualified candidates must have the skills and knowledge needed to work with an increasingly diverse population as well as knowledge of inequities, how they are perpetuated, and the skills to address them, specific to the requirements of the job.

We are currently hiring for a *Temporary Part Time Heart and Spirit Coordinator*.

The purpose of HEART and SPIRIT is to provide social workers and helpers in both Indigenous and non-Indigenous child and family services agencies with a more culturally appropriate and effective approach to engaging caregivers to care for Indigenous children and youth in need.

The Heart and Spirit Coordinator will further support engagement with Jordan's Principle Initiative. *Jordan's Principle* ensures all First Nations children living in Canada can access the products, services and supports they need, when they need them.

DUTIES:

- Coordinates the agency Heart and Spirit activities including but not limited to:

- Working with the Diversity, Equity and Inclusion Team, Communications, and Service departments to ensure commitments made to Indigenous communities are being addressed.
- Planning and organizing meetings with the Indigenous Community as needed.
- Assist Elder and Knowledge Keepers to engage with Indigenous caregivers to facilitate a transfer of learning
- Assist with the coordination of Spirit Sessions within the agency.
- Provides supports to frontline workers accessing Jordan's Principal funding for CCASH Indigenous service recipients.
- Maintains strategic partnerships within the Indigenous community in Hamilton, Six Nations and the Mississauga's of the Credit.
- Acts as a liaison between CCASH and Indigenous communities to facilitate implementation of Heart and Sprit at CCASH.
- Coordinates work with Director of Service and Reconciliation Lead.
- Completes mandatory training and participates in ongoing agency training.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

QUALIFICATIONS/SKILLS

- A bachelor's degree in Indigenous Studies or similar social sciences program; or a Social Service Worker diploma with an Indigenous studies specialization. The Agency will consider a combination of education and experience when reviewing applications.
- **Preference will be given to Indigenous/FNMI candidates with lived experience.**
- 2 years' experience working with Indigenous populations within the Child Welfare Sector.
- A strong knowledge of and respect for First Nations, Metis and Inuit culture, traditions, and practices.
- Knowledge of historical, social and political issues impacting First Nations, Metis and Inuit people.
- Knowledge of child development and familiarity with provincial child welfare legislation
- Knowledge of the Heart and Sprit Program developed by the Association of Native Child and Family Services Agencies of Ontario
- Experience with and knowledge of Jordan's Principal application and funding process.
- Knowledge of Indigenous services and community organizations in Hamilton and the surrounding areas.
- Effective interpersonal and communication skills to establish and maintain open, trusting and approachable working relationships
- Effective organizational skills including attention to details and a results-oriented approach; strong clinical and administrative skills
- Experience working with highly sensitive and personal information in a confidential manner
- Demonstrates a respectful and compassionate demeanor, and a work ethic centered in integrity and credibility.

- Knowledge and commitment to anti-oppressive/anti-racist philosophy.

Additional Requirements for this Position:

- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- Bilingual French/English is an asset.
- At the time of hire, documents required will include:
 - Police clearance
 - Provincial Child Protection Record Check
 - Valid Ontario Driver's license and acceptable drivers abstract.

Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.

In order to minimize interviewer bias we have incorporated the following into our selection process:

- *We will have our interview panel score written assignments blind to eliminate bias*
- *We will seek out recent examples on behavior-based questions during the interview process*
- *We will review a candidate's lived experience during the interview and when assessing staffing needs*
- *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
- *We will hold your application in strict and professional confidence*

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources.