



springboard

CONNECT. INSPIRE. ACHIEVE.

## ABOUT US

Springboard's mission is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

## WHO WE ARE

**People are at the centre of everything we do.** We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a savings plan that helps support our people in all aspects of their lives.

## Internal / External Job Post

# Assistant Supervisor CJPYH-NU22-59

### THE OPPORTUNITY

- Job Class ♦ Non-Union
- Department ♦ Community Justice Programs & Youth Homes
- Location ♦ 2568 Lawrence Avenue E, Scarborough ON
- Status ♦ Full-time contract – (ending December 2023)– 2 positions
- Pay Rate ♦ \$50,000 - \$55,000 per annum
- Vacancy Number ♦ CJPYH-NU22-59
- Available ♦ October 10th 2022 or sooner
- Hours/Shifts ♦ Mon-Fri, 8am-4pm or 9am-5pm - some evenings may be required.  
Schedules may change depending on operational requirements.

Our youth community justice programs deliver programming to young people aged 12-24 in Ontario. Our programs provide alternatives to formal court processes and/or custody, and work to engage young people in further developing their skills and seek to repair harm caused where possible.

Reporting to the Supervisor of our youth justice programs, the two Assistant Supervisors work closely together to assist in the management of all aspects of our programs, as well as contribute to the development and implementation of programming and supports to ensure individual youth needs are addressed. This position also works closely with stakeholders, including our funders, community partners, and team members, and supports in leading the team.

Travel throughout the GTA and surrounding area may be required.

### WAYS YOU CAN CONTRIBUTE

- **Team Leadership:**
  - Work closely with the other Assistant Supervisor and Supervisor in providing leadership, guidance, and support to the youth community justice programs team, including all direct service delivery staff

- Support in the recruitment, oversight, and support of program staff, volunteers, and placement students
  - Ensure that programming and operations are in accordance with the program model, the program vision and mission, and requirements of service agreement/funders
  - Ensuring training and compliance in all program requirements, and providing clear and ongoing feedback and coaching to individuals, with support from the Supervisor
- **Program Delivery:**
    - Support the staff team in implementing the program model within the daily operations and programming and provide feedback and coaching as necessary
    - Modeling and supporting the staff team in the use of crisis prevention, intervention, and other de-escalation strategies
    - Oversee the daily activities of the program, including ensuring that regular programming and supports are in place for the youth
    - In collaboration with the leadership team, support in ongoing evaluation and feedback meetings with youth and staff to ensure youth and staff voice is represented in all facets of the program
    - Support in the development, collection, and review of evaluation data to support in ongoing program fidelity and growth
- **Partnerships:**
    - Develop and strengthen community partnerships and referral sources for clients, community organizations, mental health supports, youth shelters, etc.
    - Work closely with referral sources and partners including court personnel (such as crown attorneys, defense counsel, probation, etc.), Toronto District School Board (TDSB), Toronto Police Service (TPS), community organizations, etc.
    - Foster relationships and represent the program and organization at network tables, community groups, conferences, etc. as assigned
- **Administration & Professional Development:**
    - Plan for and support in leading team and individual meetings
    - Ongoing communication with program partners and funders
    - Ensure the timely and accurate reporting of referrals, case notes, meeting minutes, and other required administrative duties
    - Support the Supervisor in administering and reporting on the program budget, statistics, petty cash, and other financial and reporting as required
    - Ensuring that staff files are complete and up to date, including trainings; completing payroll and other documentation and reports as required
    - Oversight of the staff schedule and ensuring adequate coverage at all times
    - Support in the development and implementation of the program evaluation and other reporting processes or special projects, as assigned
    - Participate in strategic planning and other organizational initiatives and committees as required
    - Communicating with other departments and staff as needed, including facilities and finance departments to ensure smooth operations
    - Execute other responsibilities as necessary to achieve the objectives and deliverables of the programs

## WHO YOU ARE

- Minimum diploma in Social Work, Child & Youth Work, or related field and 2 years' experience working with youth and/or vulnerable populations.
- Minimum of 2 years' experience working within a leadership capacity.
- Strong knowledge and experience working within the youth criminal justice system.
- Strong understanding of the many community organizations and supports available to young people.
- Experience in motivating and empowering teams and the ability to provide constructive feedback and supports to facilitate the personal and professional development of the team, as well as to support the overall success of the program objectives.

- Direct experience engaging with diverse populations and an ability to apply a culturally responsive lens to all interactions, including with clients, staff, and partners.
- Excellent interpersonal, written, and verbal communication skills and a demonstrated ability to collaborate with multiple stakeholders effectively, respectfully, and efficiently with minimal supervision.
- Experience in problem-solving for immediate and long-term challenges.
- Proven ability to prioritize shifting responsibilities, strong time management skills, and leadership abilities.
- Proven ability to work collaboratively within and across teams.
- Direct experience in navigating multiple systems, including child welfare, education, and justice systems.
- Ability to shift perspective between the individual support work to the broader landscape of the agency systems that we work within.
- Satisfactory Vulnerable Sector Screening.

### **Preferred Qualifications**

- Understanding of working within a unionized setting is an asset
- Understanding of relevant legislation and institutional policies (including the *Youth Criminal Justice Act*, *Education Act*, *Safe Schools Act*)
- Knowledge of the social service agencies operating in Toronto and a willingness to broaden knowledge with respect to clients coming from outside of our geographic location
- Current Standard First Aid and CPR certificate, CPI, ASIST
- Ability to communicate in French verbally and in written form

### **Vaccination Policy**

**Currently, this position is not subject to mandatory vaccination nor vaccination disclosure and rapid antigen testing, but this may change in the future depending on direction from public health and/or Ministry guidance.**

Springboard Services continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

### **APPLY**

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

**The Deadline for Applications is September 14, 2022 at 4:00 pm.** Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to [careers@springboardservices.ca](mailto:careers@springboardservices.ca).

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

*We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.*