



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

# Educational Assistant / Residential Counsellor YJR-U22-62

### THE OPPORTUNITY

- Job Class** ♦ Union
- Department** ♦ Community Justice Programs and Youth Homes
- Location** ♦ Toronto, ON - Downtown
- Status** ♦ Full-Time Permanent
- Pay Rate** ♦ \$45,531.20 per annum
- Vacancy Number** ♦ YJR-U22-62
  
- Available** ♦ Immediately
- Hours/Shifts** ♦ Monday to Friday 8am-4pm  
Schedules are subject to change to meet departmental needs

The Youth Justice Residence provides residential services (open custody/detention) and programs for young males aged 12-17 who are in detention awaiting court or serving a period of custody as prescribed by the Youth Criminal Justice Act. This community based program aims to assist youth in responding to the contributing factors that have led to their involvement in crime and leading to successful reintegration of the youth into the community. The position encompasses the primary functions of client supervision, support, ongoing life skills training, safety and security, crisis management, administrative and clerical duties.

Travel to other locations/communities due to programming is required.

### WAYS YOU CAN CONTRIBUTE

- Implement educational based programs and/or assist in the administration of a ECPP school program
- Partner with the TDSB in a collaborative manner to promote education and programming for the youth in care
- Develop and administer education based, client centered plans. Participate in on-going program planning and development.

- Participate in the supervision, training, and developmental growth of staff members, students and volunteers.
- Group Facilitation – Provide individuals with direction or advice as to a decision or course of action for his daily living activities, including but not limited to: hygiene, budgeting, cooking and preparing meals for youth during the day program, nutrition, social skills and community, and achieving specific goals.
- Support and Counselling – Provide counselling and support to clients within the program and their families. Assist clients in reaching their individual goals, including support/programming and case management.
- Community Outreach/Outings – Oversee and supervise community/recreational outings for individual or group of clients, liaising with community partners and referral sources, escorting youth to appointments via house vehicle and TTC. Driving the youth from the house to school and/or community. Escort clients to and from the community school program and appointments as per program requirements.
- Administrative Duties - Provide clerical/reception and administrative support to the program.
- Health and Safety – Foster a safe and healthy work environment for the residence, the residents and the staff as per policies, procedures and the legislation. Deal with crisis situations that may involve volatile behavior.

## WHO YOU ARE

- Post-Secondary diploma / degree in the Social Services field e.g. Child and Youth Worker, Youth Justice
- Strong knowledge in computer applications, i.e., MS Work, Excel, PowerPoint, Outlook
- Valid First Aid and CPI certifications
- At least one (1) year of recent work experience in the following areas:
  - services/programs for young males aged 12 -17 who are in detention awaiting court or serving a period of custody as prescribed by the Youth Criminal Justice Act
  - working with youth who have been in the criminal system, including experience in conflict management, providing individualized support, and supervising community/recreational outing
  - group facilitation in a community setting, modify, implement, evaluate new and existing programs; crisis intervention/management; client intake, assessment, counselling, conflict resolution
  - use multimedia teaching tools such as Smart Board, Community Learning Hub
  - Working knowledge of the Social and Criminal Justice systems.
- Knowledge of relevant counselling practices and effective counselling skills to ensure optimum service for participants
- Knowledge of community resources, both internal and external.
- Working knowledge and skills in using a computer and computer systems (e.g. MS Word)
- Proven group facilitation skills to lead individuals in regards to educational and life skills issues within a classroom setting and in the community.
- Skills in: counselling, teaching, group and individual facilitation, communication, conflict resolution, mathematics and administrative.
- Assessment skills required for both the delivery of service to participants and daily operational/programming issues, including determination of suitability and risk.
- Program planning skills to implement, evaluate and modify new and existing programs, as needed.
- Effective crisis intervention skills to diffuse confrontational situations. Ability to work well under pressure to ensure minimal interruption in service delivery. Deal with crisis situations that may involve volatile behavior.
- Written/Verbal communication skills in English, to communicate ideas, instructions and information in a clear, concise manner, possessing the ability to adjust to the receivers needs regarding various levels of communication.
- Identify and handle confidential materials as per organizational policies and procedures and legal standards.
- Cognizant of the sensitive nature of all client and staff information that are processed routinely.
- Use of conflict resolution and crisis intervention and/or safe management tools and techniques when dealing with challenging behaviour, community partners and team members and when assisting them in resolving issues.
- Refer to and comply with organizational policies and procedures, e.g., Human Rights in the Workplace, Code of Conduct, AODA Customer Service Standards, and CBA. Use of Outlook Calendar in organizing and coordinating activities.

- Demonstrated use of core competencies in:
  - **Service Delivery Judgment** – understands the program processes; thinks through when to make process changes and come up with ideas that improve service delivery.
  - **Attention to Quality** – pay attention to their quality of work on which they depend on and plan activities carefully and notice gaps and correct them without having to be told.
- Valid Driver's License

### **Preferred Qualifications**

- Knowledge of the criminal justice system (including Youth Criminal Justice, and Child and Family Service Acts) and social service agencies is an asset.
- Ability to communicate in French, verbally and in written form.

### **Vaccination Policy**

**This position is subject to the Toronto District School Board COVID-19 vaccination mandate and the successful candidate must meet the definition of fully vaccinated at time of hire.**

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 January 5, 2023 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.*