



2-SPIRITED PEOPLE OF THE 1st NATIONS

FULL TIME CONTRACT EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for Two-spirit, including First Nations, Métis and Inuit living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent Two-spirit community in Toronto where HIV infections are rare and Two-spirit people live with pride in their Indigenous heritage.

Program Coordinator

Position: Community Reintegration Planning Table Coordinator

Status: Part-time, Contract

Hours: 21 hours/week

Salary: \$40/hour

Date Posted: October 1st, 2024

Closing Date: October 14th, 2024

Position Description:

The CRPT Coordinator is responsible for supporting the Community Reintegration Officer (CRO) and Community Co-Chairs with all aspects required to lead and facilitate the development, implementation, ongoing support and evaluation of the Community Reintegration Planning Table (CRPT).

Essential Duties and Responsibilities:

- Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with participants, community members, committee members, 2-Spirits staff, stakeholders, networks, and others.
- The position requires respect for, and expertise working with people who have been incarcerated, face barriers to housing, and/or who experience one or many of the

following: mental and physical health challenges, substance use, trauma, social isolation, unemployment /underemployment.

- The position requires someone who has demonstrated experience and skills being personable, dynamic and creative in their work with community members, co-workers, supervisors, and external stakeholders.
- Identify and engage community service providers in the region to develop CRPT membership of both “core” and “as needed” members and create and maintain a membership list.
- Facilitate communication, collaboration and information sharing with all CRPT members to ensure that they are aligned and informed of relevant information pertaining to the CRPT.
- Develop a repository of services and supports within each area to ensure planning is aligned with availability of community services.
- Address membership capacity issues, including meeting with CRPT members to identify capacity issues and how the CRPT can ensure that referrals to the community are made successfully.
- Support ongoing relationship-building with CRPT members, institutional services and staff, and related community initiatives.
- Schedule and facilitate regular and as-needed CRPT meetings.
- Support CROs and members with follow-up from meetings to ensure coordinated collaborative and timely planning, case conferencing, and referrals to services and supports for individuals being released from custody.
- Ensuring appropriate notetaking and documentation of reintegration plans and related decisions and recommendations.
- Ensuring timely reporting and accurate data collection needed for performance measurement and evaluation, including regularly updating Meeting Tracking Tool.
- Address and resolve issues around barriers to referrals to community-based services.
- Track issues at the CRPT to share with P-HSJCC, SOLGEN and the Community Advisory Committee (e.g. funding and resource needs, barriers to referrals, service gaps, membership engagement issues etc.)
- Other duties as required.

Qualifications:

- Must have extensive experience working with Indigenous populations and a broad familiarity with Indigenous cultural and community perspectives across Ontario.
- Must have proven demonstration of understanding the range of issues facing Indigenous people in Ontario.
- Knowledge, and lived experience around incarceration, and reintegration.
- Experience working in harm reduction, mental health and community/non-profit settings as asset.
- Excellent interpersonal skills to work with a diverse community.
- Excellent coordination and organizational skills.
- Effective communication and interpersonal skills with the ability to engage various small/medium sized groups.

- The successful candidate may be required to provide an acceptable Vulnerable Sector Screening.
- Proficient with Microsoft Office and Zoom. Experience using a laptop for basic functions mandatory.
- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.
- Valid G Licence and ability to drive/navigate and park in high pressure situations an asset.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1st Nations honours the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Human Resources, hr@2spirits.org with ATTN: Coordinator** in the subject line of your email by the closing date.

2-Spirited People of the 1st Nations is an equal opportunity employer, **Indigenous people including First Nations, Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

Closing Date: October 14th, 2024

Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.