



***Join our Amazing E Fry Ottawa Team!***

**E Fry Ottawa Hub Coordinator – one year contract**

**About E Fry Ottawa**

Elizabeth Fry Society of Ottawa is a not-for-profit community agency that supports and advocates for women, gender-diverse people and men impacted by the justice system. Our work is aimed at reducing harm and oppression, supporting people to overcome barriers to reintegration, and empowering them to build a life of stability and resiliency. We are a feminist organization committed to working from a human rights and anti-oppression perspective, recognizing systemic barriers that lead to marginalization. We work with trauma-informed, person-centred principles to promote a respectful, diverse and inclusive environment that promotes healing, recovery and successful reintegration.

**About the Hub Coordinator Role**

The Hub Coordinator sets up, launches and runs a welcoming, barrier-free, safe space (E Fry Ottawa Hub) for our clients – women, two-spirit, trans and non-binary people who are criminalized or may become criminalized – to access resources that enable them to build capacity to integrate into a post-COVID community. In collaboration with the Manager of Community Engagement, the Coordinator selects, delivers and recruits others to deliver services and supports that meet clients’ needs given the two years of COVID-related isolation and loss of opportunity. Delivery emphasizes group support to maximize our reach to clients and to reinforce social skills that may have been impacted by isolation during COVID, while also providing individual support as needed. This is a full-time position in a unionized environment.

- Job title:** E Fry Ottawa Hub Coordinator
- Reports to:** Manager, Community Engagement
- Hours:** 37.5 hours/week (one-year contract)
- Language:** English essential (bilingualism is an asset)
- Salary:** \$21.61/hour

**The E Fry Ottawa Hub** is a NEW one-year initiative that will see E Fry Ottawa provide a diverse range of services and supports that increase clients' capacity to strengthen their social and economic life – given the impacts of COVID-19 on our community and clients. The Hub builds on existing E Fry Ottawa and community services and supports and provides a physical space to focus on capacity building. Through small group and individual delivery, the Hub will offer daily programming, specialized workshops and group sessions to support clients to reach their goals – including those related to training, increasing confidence, job readiness and (re)building relationships and networks.

**Core Responsibilities**

Our Hub Coordinator provides a welcoming safe space for women, two-spirit, trans and non-binary people to participate in group and individual activities and workshops aimed at increasing their capacity to participate in the social, economic and educational activities. Using a client-centred, trauma-informed approach, the Coordinator encourages participation in activities, and supports participants to set goals and a plan of action to meet their goals. This position requires daytime and evening work.

### **Planning, Start-up and Outreach**

- Plan initial activities and programming, leaving space for client-identified service needs, in collaboration with the Manager of Community Engagement
- Establish arrangements (such as workshops, events) with community partners in key areas (such as employment readiness)
- Develop outreach messages and approaches to encourage participants to attend activities/workshops
- Provide orientation and training for volunteers and workshop/activity delivery partners
- Plan for and implement opening: staff, volunteers, activities, supplies and resources

### **Program Delivery**

- Coordinate and deliver Hub activities and programming, and plan/support activities and workshops led by other E Fry Ottawa program staff and community partners
- Set and maintain a positive, supportive and inclusive space and Hub culture for participants to engage in activities that support their life goals
- Adjust activities and programming to support evolving client needs and priorities
- Connect participants to the appropriate staff or services in the agency or in the community
- Plan for and organize refreshments
- Participate in ongoing networking with other community agencies activities and services relevant to the Hub and its participants

### **Other responsibilities**

- Promote and deliver on the mission, vision and values of our organization, including providing compassionate support and taking a trauma-informed approach to all client activities
- Track and maintain information for reporting purposes (while maintaining client confidentiality)
- Participate in monthly staff meetings
- Undertakes other duties as may be assigned by the Manager, Community Engagement to improve or enhance the delivery of service

### **Qualifications**

#### **Required education and experience**

- Experience working with marginalized women and gender-diverse people involved in the justice system and/or who face multiple barriers such as poverty, systemic discrimination, disproportionate criminalization and housing instability
- Experience and/or education equivalent to a post-secondary degree in social work, criminology, or a related relevant field
- Valid First Aid/CPR and Non-Violent Crisis Intervention certification
- Proof of full vaccination against COVID-19 is required, as per our immunization policy

#### **Required knowledge, capacity and commitment**

- Demonstrated experience and/or understanding working with marginalized people and people of diverse cultures and abilities in a community-based setting
- Excellent interpersonal skills and ability to establish and maintain trust relationships
- Demonstrated ability to support clients in achieving their self-identified goals
- Creativity, innovative thinking and problem-solving to inspire and engage others
- Demonstrated ability to exercise strong decision-making skills and deal with unpredictable situations
- Strong crisis intervention and de-escalation skills
- Solid understanding of factors that contribute to women and gender-diverse people becoming involved in the criminal justice system, and the systemic causes of the over-representation of Indigenous people in the criminal justice system

- Strong understanding of client-centered, trauma-informed and anti-racism, anti-oppression practices
- Thorough understanding of and experience working with people with complex social needs including homelessness, mental health issues, addictions and trauma
- Excellent verbal and written communication skills
- Organized, highly skilled with time management and planning

<p><b>Are you an ideal candidate?</b></p> <p><b>In addition to the above, some “great to have” qualifications include:</b></p> <ul style="list-style-type: none"> <li>▪ You have a genuine interest in working with and advocating for marginalized women and gender-diverse people with care and empathy</li> <li>▪ You thrive in a busy work environment</li> </ul>	<p><b>Apply by noon, Tuesday, April 26, 2022</b></p> <p>Please submit your résumé and a cover letter to Becca Bouchey, Manager of Community Engagement through <a href="mailto:careers@efryottawa.com">careers@efryottawa.com</a></p> <p><b><i>Tell us how you meet or exceed the above required and “great to have” qualifications</i></b></p>
<p><b>We thank all who apply. Only those selected for an interview will be contacted.</b></p>	