



Extend-A-Family Kingston

Empowering people through innovation, inclusive connections, and personal growth.

Extend-A-Family Kingston Acknowledges that we are situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home for many Indigenous peoples. We are grateful to have the opportunity to reside and work on this land.

Promoting Equity, Diversity, and Inclusion is a top priority for Extend-A-Family Kingston. Extend-A-Family Kingston is committed to providing equitable, inclusive and barrier-free employment opportunities and quality services by establishing a qualified and culturally sensitive workforce that reflects the diverse community it serves, as well as to fostering a working environment that respects people's dignity, ideas and beliefs, thereby ensuring equity and diversity in recruitment, selection, promotion, learning and development processes meet the requirements of the OHRC, AODA and any other applicable legislation.

We are currently recruiting for the full-time position:

Program Community Integration Coordinator

Equity Diversity and Inclusion and Community Collaboration Focus

Salary: \$66,000 to \$73,000 annually

Reporting to the Program Manager of Innovation, Equity, Diversity, and Inclusion, the Program Community Integration Coordinator will lead the effective service delivery of Extend-A-Family Kingston's programs while ensuring compliance with Quality Assurance Measures (QAM) and Extend-A-Family Kingston's Mission, Vision, and Values.

The Program Community Integration Coordinator collaborates extensively within the agency, working closely with the program team and community partners. Their role involves leading, training, planning, developing, and implementing services and programming tailored to meet participant and program requirements, all while ensuring person-centered services. Additionally, under the direction of the Manager of Innovation, Equity, Diversity, and Inclusion, the Coordinator will oversee various tasks such as case management, program initiatives and implementation (including EDI initiatives), fostering partnerships with diverse populations, including Indigenous communities and marginalized groups, and engaging with community organizations. These efforts are geared towards promoting inclusive practices within both the programs and the wider community, aligning with Extend-A-Family Kingston's strategic objectives.

Position Requirements:

- Post-secondary degree in a relevant field of study.
- Minimum 3 years of supervisory experience (or equivalent combination of education and experience).
- Knowledge/understanding of: O.H.S.A.; AODA; ESA; QAM and SSPDDA requirements.
- Strong working knowledge of computers and databases.
- Strong organizational skills and procedural knowledge with good documentation skills.
- Must have access to a reliable vehicle, \$2 million personal vehicle liability insurance and a valid G-class Driver's License.
- Demonstrated ability to provide leadership, coaching, support, and direction.
- Knowledge of principles, methods, practices, and legislation related to social services.
- Strong analytical problem-solving and conflict resolution skills, with proven ability to make good judgement calls under pressure and in a dynamic environment.



- Proven ability to work independently as well as effectively within a team. Must display strong interpersonal and relationship management skills.
- Superior written and verbal communication skills; ASL proficiency is an asset.
- Police Record Check - CPIC including Vulnerable Sector Screening.
- Proof of all required doses of a COVID-19 vaccine approved by Health Canada.
- Under the legislative requirements of the French Language Services Act, French language competency is an asset.

Qualified applicants are encouraged to submit their resume and a written summary of why this position interests them and outline specific areas of strength and experience relative to the work.

Hours of Work: 75 Hours over two weeks with the flexibility to work evenings and weekends as required.

Please submit your resume (with a cover letter)

Esther Steele, Manager of Human Resources and Quality Assurance, by 4 PM Thursday, May 2, 2024

Extend-A-Family Kingston [Email: esteele@dsoser.com](mailto:esteele@dsoser.com) Competition: PCIC 2024

Extend-A-Family Kingston is committed to providing a barrier-free environment for all stakeholders, including our clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements under the Accessibility for Ontarians with Disabilities Act (2005) and its associated standards and regulations. Please call our office at (613) 544-8939 ext.1108 if you require accommodation.