

# BLUEDOOR

**Title:** Foreperson, Social Enterprise  
**Job Status:** Full Time, Permanent  
**Hours of Work:** 40 Hours/Week  
**Job Region:** All Blue Door Locations (York Region)  
**Salary:** \$60,000 - \$65,000/per year

Construct will operate as a linking Employment Social Enterprise within Blue Door that fosters labour market attachment for individuals facing barriers to employment in York Region providing training, supportive employment opportunities, case management and wraparound supports, finally supporting participants to receive their apprenticeship and/or gain employment in the construction trades.

## Job Summary

The incumbent must have an advanced understanding of carpentry fundamentals for residential, commercial and industrial settings and will help to build the social enterprise beginning with General Labour contracts.

Reporting to the Senior Manager, Social Enterprise, the Foreperson performs, and coordinates activities of workers (program participants) and must possess strong customer service skills, be willing to operate in high stress environments and possess the ability to balance both social and economic goals of the Employment Social Enterprise.

Must demonstrate accountability, flexibility and multi-tasking abilities to complete jobs at a high quality, on time and on budget regardless of unfortunate circumstances, including the absence of workers (program participants) and the consequent additional hours that the incumbent will be required to work.

## Responsibilities

- Provide leadership through establishing and maintaining effective working relationships with field staff and sub trades in order to promote positive morale.
- Supervision and development of program participants through regular feedback and coaching.
- Coordinate with the Senior Manager and support staff to ensure projects are completed timely, with high-quality workmanship.
- Ensure all tools and equipment are in working order and proper inventories are kept.
- Instructs workers in equipment operation, proper safety and removal procedures.
- Assigns and supervises workers in specific tasks, such as setup of equipment, removal and clean-up of job sites.
- Assist workers in job related activities.
- Hands on training of participants in maintenance best practices and safety procedures.
- Promote a safe working environment; ensuring regular tool-box meetings are conducted.
- Address unsafe work practices and make sure that information is recorded.

- Corrects any unsafe work condition or practice.
- Monitors and inspects quality of work during operations.
- Examines workers' equipment to ensure that they meet organization and government safety standards.
- Maintains project records and communicates to designated team members when supplies are needed.
- Ensure safety procedures are developed and followed for operation of all equipment.
- Ensure that required personal protective safety equipment is made available and used by all staff and program participants alike.
- Erects and disassembles equipment and machinery as needed.
- Maintains good housekeeping at all times to ensure a safe and non-cluttered worksite.
- Works under time constraints to meet specific timelines
- Follow and help train and enforce all aspects of the Construct Health & Safety Policy to Program Participants and all relevant stakeholders.
- Other duties as assigned

### **Respect and Professionalism**

- Maintain professionalism in the workplace.
- Work cooperatively alongside and support all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilize effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Foster positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Complete documentation, including reports and case notes, and collect data as required.
- Provide referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.
- Provide regular monthly reports.
- Other duties as assigned.

### **Occupational Health & Safety**

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.
- All employees must be able and willing to work within all programs and with flexible schedules.

## **Qualifications**

- Working at Heights Training.
- Supervisor Training.
- Knowledge of OHSA Policy and Regulations.
- Proven superior customer service skills.
- Excellent verbal and written communication skills.
- Excellent organizational and time management skills.
- Able to work independently but also as part of a team.
- Desire to support at-risk populations.
- Knowledge, understanding and promotion of anti-oppressive practices.
- Demonstrated computer literacy including Microsoft Office.
- CPR and First Aid Certified.
- Clear Vulnerable Sector Screening police check required.
- Valid Driver's license, reliable vehicle and insurance to travel for work.

## **At Blue Door we believe that to support our clients and continue to do the work we do, it is important that we take care of our employees by offering the following Benefits and Company Perks!**

- Comprehensive Benefits
- Paid time off such as personal needs days, sick days, float days and generous vacation time
- RRSP
- Work-life balance
- Teamwork and Independent Work
- Flex Hours and Work Flexibility
- Challenging Work and Growth Opportunities
- Ability to make a difference
- Wellness Committee events such as regular gatherings, luncheons, holiday activities
- Virtual events and activities
- Employee satisfaction surveys

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and are see the impact of their work.

Please check out future opportunities by visiting our Careers Page at [Careers – Blue Door](#).

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to [hr@bluedoor.ca](mailto:hr@bluedoor.ca)