

# BLUEDOOR

**Position:** Training Coordinator

**Job Status:** Full Time, Permanent (Remote)

**Hours of Work:** 40 Hours/Week

**Salary:** \$50,000-\$55,000

Construct operates as a link to Employment Social Enterprises within Blue Door that fosters a labour market attachment for individuals facing barriers around employment in York Region. Construct provides training, supportive employment opportunities, case management, wrap-around support, and assisting participants to gaining an apprenticeship and/or employment in the construction trades.

## **Job Summary:**

Reporting to the Manager, Training and Employment, the Training Coordinator will be responsible for running the day-to-day social components of the program. This includes running the daily participant training, performance tracking and check-ins. The applicant must be willing to address issues head on and actively seek ways to support program participants. This person must be a team player – participating in team meetings, providing new ideas on how to enhance and improve the program, as well as being flexible in completing various tasks as needed with a consistency and within the values, goals and mission of the organization.

## **Responsibilities:**

- Provide leadership through establishing and maintaining effective working relationships with all stakeholders of the organization including program participants.
- Recruit, interview and select program candidates and run an effective orientation with each cohort.
- Provide virtual training to all program participants.
- Provide wraparound support for participants from intake through graduation.
- Coordinate with Manager, Training and Employment and support staff to ensure participants are well supported throughout the program and beyond.
- Coordinate with program partners to secure employment opportunities for participants.
- Engage past program graduates to maintain a sense of community within the Construct Program.
- Work closely alongside the on-site staff to address any underlying issues including conflict resolution and culture.
- Respond, assess and remedy any conflicts that arise amongst participants.
- Provide assistance in mental health support, daily check-ins, coaching, and assisting in ensuring the health and safety of every individual in the program.
- Connect participants with existing community support and services as needed.

- Examine new opportunities helping the program grow and continue to build out the resources and support offered to program participants.
- Be well organized, including maintaining a detailed log of all interactions, attendance tracking, completing performance reviews, and expectation setting.
- Develop and implement opportunities and strategies to foster teamwork, comradery and growth.
- Provide regular reports.
- Other duties as assigned.

### **Respect and Professionalism**

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting 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.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

### **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.

### **Qualifications:**

- Minimum Bachelor of Social Work Degree or equivalent combination of Bachelor level education and experience (preferred)
- Minimum of 1-2 years' work experience in a social service field (preferred).
- Knowledge of community resources available in York Region and surrounding areas.
- Skilled in providing leadership and direction to individuals and teams.
- Excellent verbal and written communication skills.
- Strong ability to problem solves in conflict and/or crisis situations.
- Knowledge, understanding and promotion of anti-oppressive practices.
- Experience working with vulnerable populations.
- Excellent organizational and time management skills.
- Demonstrated computer literacy including Microsoft Office.
- CPR and First Aid Certified.
- Crisis prevention training would be an asset.
- Clear Vulnerable Sector Screening police check required.

- Valid Driver's license, reliable vehicle and insurance to travel for work.
- Must be able and willing to work with a flexible schedule.

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 2SLGBTQI+ 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)