

Heath St housing CO-OP has 2 bedroom unit available July 1<sup>st</sup>

Housing charge \$1059 includes hydro cable and laundry  
Measures 749 SQ.Feet

The unit is ground floor the courtyard.

Contact address  
232 Heath ST W  
Office Angelina Mcmayo 416.486.8169



## **INFORMATION MEETING**

**Newmarket Co-operative Homes Incorporated**  
65 Emerson Way  
Newmarket, Ontario L3Y 7M7

**Wednesday, May 26, 2010 at 6:45 p.m.**

All adults that would be living in the home must attend an Information Meeting in order to get an application to go on our waiting lists. This session provides information on how our co-op works and on our committee structure. The presentation will be followed by a question and answer period. This will assist you in deciding whether or not co-op living is right for you.

We are accepting applications for the three and four bedroom town homes.

3 bedroom town home Minimum occupancy standard of three persons	\$983.00	plus utilities
4 bedroom town home Minimum occupancy standard of four persons	\$1,063.00	plus utilities

### **NO SUBSIDY FUNDS AVAILABLE**

Our co-op is located in the Yonge Street and Davis Drive area of Newmarket. We are opposite the Upper Canada Mall.

There is no need to pre register for this meeting, you just need to show up and sign in!

### **APPLICATION FORMS WILL ONLY BE DISTRIBUTED AT THE INFORMATION MEETING**

Office phone number is 905-853-1517 and the email address is [newmarketcoop@rogers.com](mailto:newmarketcoop@rogers.com)

## **Cliffside Court Co-op**

Cliffside Court Co-op is a nonprofit housing co-operative situated south of Kingston Road, between Midland and Danforth Avenues. Our 8 walk up buildings are minutes from the Scarborough Bluffs, schools, churches, shopping, TTC and other amenities. \$766/month for a large, bright, 2 bedroom unit that includes utilities, cable and parking for 1 vehicle!

Members of the co-operative are responsible for the running of the co-op and the maintenance of the units, buildings and grounds. Membership requirements include volunteering time and labour on a consistent basis, as this is the key to keeping our monthly rental charges low.

We are currently seeking new applicants (1 & 2 bedroom units only) (NO Subsidy Available) for membership in our family-oriented co-op community. Applications are distributed at our Orientation Sessions, where the concept and requirements of co-op living and the community spirit of Cliffside Court Co-op is explained more thoroughly. Orientation Sessions are held in the Co-op office, located on the lower level of Bldg 11. The next orientation session will be held on Tuesday May 18<sup>th</sup>, and it starts at 6:45 pm. (sharp)



WILLIAM PUNNETT HOUSING  
COOPERATIVE INC.

NOW ACCEPTING APPLICATIONS FOR  
2-2 BEDROOM STACKED TOWNHOUSES  
1-3 BEDROOM STACKED TOWNHOUSE  
1 BEDROOM APT  
2 BEDROOM APT

*May 10, 2010*

**Location: Lakeshore Blvd W., and Kipling Ave., Area**

- Bright, clean 2-3 bedroom townhouses utilities not included
- 1-2 bedroom apartments utilities included
- Friendly community with a family atmosphere
- Schools, shopping, banking facilities all within short walking distance
- Walking distance to the lake
- Close to Humber College
- Laundry facilities on site
- Party Room available for rent
- Bus stop close by
- Underground parking available for \$30.00 per month

Please contact the management office at (416)-252-4643 for more details.



**T. C. Douglas Housing Co-operative Inc.**

60 River Street  
Toronto, ON M5A 4G5  
T.: 416.366.0862  
F.: 416.366.3677  
E.: [tcdcoop@bellnet.ca](mailto:tcdcoop@bellnet.ca)



**Orientation Session  
Thursday 3 June 2010  
@ 7:p.m.**

The T. C. Douglas Housing Co-operative Inc is holding an orientation session for placement on our waiting lists for 1 bedroom apartments and 2 & 3 bedroom townhouses.

**There is no subsidy available.**

<u>Unit Size</u>	<u>Current Housing Charge</u>	<u>Extra</u>
1 Bedroom Apartments -	\$646.00	+ hydro, gas and cable
2 Bedroom Townhouses -	\$847.00	+ hydro, gas and cable
3 Bedroom Townhouses -	\$982.00	+ hydro, gas and cable

**Parking if available is \$40/month**

**Location:** River 60 River Street Toronto in the community room of the co-op. The closest cross streets are Queen and River. We are 150 yards north of the Toronto Humane society.

There are no current vacancies, however we also have no one on the waiting lists for any of these style of units. Applications for membership will be handed out at the meeting.

Rob Phillips  
For  
The Membership Committee  
T. C. Douglas Co-operative Homes Inc.

## **Innisfree Housing Co-operative**

Newly renovated three bedroom townhouse units available July\August 1<sup>st</sup>. Housing charge is \$956.00 plus gas and hydro. Water, cable and parking included! If you are interested and would like to pick up an application form please contact Melissa at 416-282-8997



*YWCA Toronto is an association of diverse and caring women dedicated to improving the lives of women and girls through dynamic leadership, advocacy and a range of unique and essential services that promote personal growth and economic independence.*

## Internal and External Job Posting

### Campaign Manager Philanthropy Department

YWCA Toronto is a Turning Point in the lives of women and girls. We are the city's trusted multi-service organization by, for and about women and girls. YWCA has been there for more than 130 years, helping women and girls achieve equality, economic sustainability and lives free from violence through programs in the areas of housing and shelter, employment and skills development, programs for girls and families and advocacy. In 2009 we were the Turning Point in the lives of 26,000 people.

**Reporting to the Director of Philanthropy,** the Campaign Manager is responsible for managing a capital fundraising initiative (the \$15 million YWCA Elm Centre Campaign) with an aim to transition into a sustained major gift program post-campaign. Key priorities will include campaign coordination, donor relations, volunteer management and research, as well as the supervision of the Research & Administrative Assistant (0.5 FTE). This is a middle management position. The incumbent will contribute to the overall development of the Association and will participate in setting priorities and achieving Association goals.

#### Specific responsibilities:

- participates in campaign strategy development, implementation and evaluation
- drives the donor cycle; ensures effective plans and structures are in place to support donor identification, cultivation, solicitation and stewardship
- manages a portfolio of donor prospects
- plans and implements project related donor events and activities to engage and educate donors and prospects
- manages and implements all donor recognition plans and commitments
- conducts and coordinates prospect research functions
- develops and prepares meaningful and persuasive customized materials and proposals in accordance with YWCA Toronto communications policies
- delivers engaging and action-focused presentations to individuals and groups to generate support and enthusiasm, with senior staff and key volunteers as assigned
- liaises with colleagues to integrate activities within the larger Philanthropy program
- develops a structure to support an ongoing major gift program and draft a relevant three year business plan
- coordinates volunteer engagement and the ongoing support they need to be successful
- prepares for and participates in campaign cabinet meetings
- participates in volunteer training and orientation
- manages the Campaign budget, financial tracking and reporting
- prepares appropriate reports for the effective monitoring and evaluation of goals, plans and achievements
- ensures adherence to the policies and procedures of YWCA's Administrative Manual as well as funder's guidelines as required
- manages the data entry process and donor records related to the Campaign
- ensures that fundraising practices meet ethical and legal standards and requirements, in line with CCRA and AFP's Donor Bill of Rights and Standards of Accountability and Ethical Practice
- contributes to the enhancement of philanthropic culture within the Association and among YWCA supporters
- maintains positive and professional relationships with colleagues and volunteers, promoting the mission of YWCA Toronto
- ensures the confidentiality of donor and other fundraising information

**You will have:**

- advanced knowledge of fundraising and communications normally acquired through completion of a graduate degree in Development, Communications or Non profit Management
- the work involves the mastery of concepts and theories in the field of philanthropy, with five to seven years of directly related experience
- preference will be given to candidates with the CFRE credential
- a commitment to philanthropy, advanced knowledge of and experience in major gift fundraising, with a proven track record
- a broad knowledge of professional fundraising theory and practice
- well developed communication skills, both verbal and written, and effective public speaking skills
- advanced ability to research and analyse complex concepts and plan strategically
- ability to develop relationships quickly and exercise participatory leadership
- proven ability to work with people from various cultures and backgrounds
- sound judgement and diplomacy
- ability to manage multiple priorities and meet deadlines
- superior organizational and administrative skills
- fluency with fundraising management software - knowledge of Sage is a definite asset
- superior knowledge of current computer applications including word processing and spreadsheet software, as well as e-mail and the Internet
- a knowledge of and willingness to support feminist values, services focused on the needs of women and girls, and access and equity issues.

**Core Competencies:**

- Understand and support the mission and beliefs of YWCA Toronto
- Incorporate principles of anti-oppression and equity at YWCA Toronto
- Be an ambassador for YWCA Toronto to promote a culture of philanthropy through respectful, proactive relationships with donors and within the YWCA
- demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists
- consistently collaborate with team members, sharing ideas and differences openly
- be receptive to new ideas and adapt to change as necessary
- value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes
- take action to avoid or solve problems and create opportunities for positive change
- demonstrate commitment to ongoing personal and professional development

The hours of work for this position are 35 hours per week. Compensation is competitive, with comprehensive benefits.

**Please note:** A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the bargaining unit. For internal applicants, this position is not secondable.

**Submit cover letter and résumé by Wednesday May 19, 2010 to:** Sharilyn Hale, M.A., CFRE, Director of Philanthropy. YWCA Toronto. 80 Woodlawn Avenue East, Toronto, ON, M4T 1C1. **EMAIL:** fteixeira@ywcatoronto.org. **FAX:** 416-961-7739

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone enquiries please.

YWCA Toronto is a perfume free environment.

**Posting Date:** May 4, 2010



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## Internal and External Job Posting

### Philanthropy Administrator (Contract Position – Maternity Leave) Philanthropy Department

YWCA Toronto is a turning point in the lives of women and girls. We are the city's trusted multi-service organization by, for and about women and girls. YWCA has been there for more than 137 years, supporting women and girls who want to make change. We are there when women and girls need shelter, employment skills, counselling, permanent housing, or the confidence that comes from outdoor education and leadership training. We are also there speaking out when a public policy needs changing, or a regulation has a negative impact, or when the progress of achieving true equality for women and girls is stalled, on the wrong track or no longer a priority in public life. In 2009 we were the turning point in the lives of over 26,000 people across the Greater Toronto Area.

**Reporting to the Manager of Philanthropy**, the Philanthropy Administrator is responsible for departmental gift administration including: database/list management, donation receipts and donor acknowledgements; department finances; Service Club and In-Honour donations; monthly giving, and membership.

#### Specific responsibilities:

- Handles donor telephone inquiries and complaints in a courteous manner and resolves complaints. Where necessary, refers donor concerns to the Manager of Philanthropy.
- Keeps current on issues related to donor rights, confidentiality and privacy legislation as it pertains to the Canada Revenue Agency, Association of Fundraising Professionals and general industry standards.
- Provides administrative support to the Manager of Philanthropy with donor recognition and solicitation activities (including direct mail, foundation requests and targeted requests).
- Researches and co-ordinates donations from Service clubs and Tribute Giving. In-honour part of Tribute Giving.
- Provides input to and administers the annual membership campaign.
- Provides input to and administers the monthly giving campaign.
- Produces lists and/or information from the fundraising database program and other Philanthropy software, as required, including downloads for the external newsletter and membership lists for the Annual Members' Meeting of the Association.
- Manages and maintains accurate and up-to-date Philanthropy database coding, lists and statistics, including lists of donors and foundations and other YWCA lists as provided.
- Inputs donor and other information into Philanthropy databases/lists for all fundraising campaigns.
- Ensures the maintenance of current house and trade files for direct mail campaigns, including the responsibility for downloading these files. Handles all list trading for the Association, including gathering other organization's lists for prospect mailings, loaning of the YWCA trade list and the tracking of all trade balances.
- Assists in preparing and monitoring program budgets.
- Inputs data for lists and statistical analysis of fundraising campaigns.
- Ensures accurate deposit process and revenue and expense entries for Philanthropy Departmental budgets.
- Processes donations and prepares all donor thank you letters and tax receipts in accordance with Canada Revenue Agency guidelines.
- Maintains and monitors revenue and expense lines for all Philanthropy campaigns.
- Responsible for the following reports: monthly allocation report of fundraising revenue and expenses to YWCA programs; weekly reconciliation reports for receipt processing; year-end reports for the external audit and fundraising section of Revenue Canada forms.

- Department liaison for the annual external audit meeting with auditors if required.
- Ensures that the Health and Safety Guidelines are followed in accordance with the policies and procedures YWCA Toronto.
- Works with the Manager of Philanthropy and/or the Director of Philanthropy to complete special projects.
- Occasional supervision of staff, volunteers and/or placement students.
- Assists with other duties, as requested.
- Is available for all YWCA fundraising events and is involved in the work leading up to the events as needed, with the approval of the Manager of Philanthropy.

**You will have:**

- General knowledge of an academic or technical discipline normally acquired through completion of a community college diploma.
- 1 to 3 years of directly related experience.
- Computer competency in database management software, word processing, and spreadsheets, including Excel and Sage Fundraising 100 (GT Pro).
- Experience with fundraising data management is essential.
- Accuracy in written work and data-entry.
- Excellent verbal communications skills.
- Superior organizational and administrative skills and ability to work to deadlines.
- Experience working in a non-profit organization.
- Good knowledge of the issues for services to women and girls.

**Core Competencies**

The employee is expected to:

- Understand and support the mission and beliefs of YWCA Toronto.
- Incorporate principles of anti-oppression and equity at YWCA Toronto.
- Be an ambassador for YWCA Toronto to promote a culture of philanthropy through respectful, proactive relationships with donors and within the YWCA.
- Demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists.
- Consistently collaborate with team members, sharing ideas and differences openly.
- Be receptive to new ideas and adapt to change as necessary.
- Value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes.
- Take action to avoid or solve problems and create opportunities for positive change.
- Demonstrate commitment to ongoing personal and professional development.

**The hours of work** for this position are 35 hours per week. The salary for this position is \$41,974 per annum (Level 4) (prorated to the length of the contract), plus comprehensive benefits. **Note:** vacation may not be taken during the Annual Association Audit or other peak times in the Annual Giving campaign cycle.

**Contract Start Date:** May 25, 2010

**Contract End Date:** June 24, 2011

**Please note:** A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. For internal applicants, this position is secondable.

**Submit cover letter and résumé to:** Paulett Ramsey, Manager of Philanthropy. YWCA Toronto. 80 Woodlawn Avenue East, Toronto, ON, M4T 1C1. FAX: (416) 961-7739

**Internal Deadline:** Thursday, May 13, 2010

**External Deadline:** Monday, May 17, 2010

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations.

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YWCA Toronto is a perfume free environment.

**Posting Date:** May 4, 2010



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## Internal and External Job Posting

### Shelter Support Worker – Child and Youth Counsellor YWCA Women's Shelter

YWCA Women's Shelter has been in operation since 1991. The shelter provides safe and secure emergency shelter for women and their children who are fleeing violence. YWCA Women's Shelter is staffed 24 hours a day and can welcome up to 11 families at one time in its 33 bed shelter.

**Reporting to** the Manager of YWCA Women's Shelter, the Shelter Support Worker – Child and Youth Counsellor is responsible for working within a collaborative team to provide meaningful and relevant services within a theoretical feminist framework that includes a working knowledge of the dynamics and effects of trauma and oppression. She has a focus on children and works in conjunction with parents to establish a plan which will facilitate a safe and effective path to independence. This position is also responsible for providing a full range of services which include crisis counselling and the development, implementation and evaluation of workshops and programs for children.

**You will have:** in-depth knowledge of an academic discipline normally acquired through completion of an undergraduate degree specializing in child development (e.g. BSW or BECE); an analytical framework that identifies clients' relation to social systems and the demonstrated practical application of this framework; 1 to 3 years experience in counselling and group work with clients at risk including experience and training working with children of various age groups traumatized by violence; demonstrated knowledge and understanding of abuse/violence against women and children; demonstrated experience in the development, implementation and evaluation of workshops and groups; counselling approach that is flexible, de-escalates tension, teaches conflict resolution and is focused on success; ability to deliver culturally sensitive services in a multicultural environment; ability to work with an anti-oppression and feminist framework; knowledge and understanding of trauma, mental health issues, advocacy, child development and parenting, employment and/or addictions issues would be an asset; demonstrated ability to work under pressure; ability to handle crisis situations effectively both in person and by telephone; strong interpersonal skills; good written and excellent verbal communication skills; proficiency in Microsoft Word, e-mail and the Internet; ability to maintain a positive approach and a professional manner at all times; knowledge of a second language an asset. **Core Competencies:** engage in a self reflective and collaborative practice that is non-judgmental and compassionate and reflects the mission of YWCA Toronto; incorporate principles of anti-oppression and equity in responding to the service needs of women and children and work toward removing systemic barriers to independence and wellbeing; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

**The hours of work** for this position are 35 hours per week (regular evening and weekend work required; shares on-call duties). The salary for this position is \$47,258 per annum (Level 6), plus comprehensive benefits.

**Please note:** A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. For internal applicants, this position is not secondable.

**Submit cover letter and résumé to:** Carla Neto, Manager of YWCA Women's Shelter. YWCA Toronto. Shoppers World Postal Outlet, 3003 Danforth Avenue, P.O. Box 93647, Toronto, ON, M4C 5R4. FAX: (416) 693-8471

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## Internal and External Job Posting

### Shelter Support Worker – Housing Counsellor YWCA Women’s Shelter

YWCA Women's Shelter has been in operation since 1991. The shelter provides safe and secure emergency shelter for women and their children who are fleeing violence. YWCA Women's Shelter is staffed 24 hours a day and can welcome up to 11 families at one time in its 33 bed shelter.

**Reporting to** the Manager of YWCA Women’s Shelter, the Shelter Support Worker – Housing Counsellor is responsible for providing a full range of services to women living in the shelter which includes but is not limited to: supportive counselling and referral; crisis counselling; conflict resolution and community buildings; and the development, implementation and evaluation of workshops in the area of housing. She works within a collaborative team within a theoretical feminist framework that includes a working knowledge of the dynamics and effects of trauma and oppression. As a specialist in the area of housing, she acts as a resource to staff and clients.

**You will have:** in-depth knowledge of an academic discipline normally acquired through completion of a clinically supervised undergraduate degree (e.g. BSW); an analytical framework that identifies clients’ relation to social systems and the demonstrated practical application of this framework; knowledge and understanding of mental health, substance abuse/addictions, advocacy, refugee and immigration issues and homelessness; a certificate in trauma counseling would be an asset; completion of workshops and training pertaining to housing counselling; 1 to 3 years experience in client centered counselling to at risk and/or homeless women with a focus on housing, support and motivational techniques; demonstrated knowledge of harm reduction principles and practice; demonstrated knowledge of community resources and supports focused on housing, employment, education, Immigration and Refugee, Family and Criminal Legal systems; in-depth knowledge of the dynamics of woman abuse and trauma within an anti-oppression framework; Life Skills Certificate is an asset; demonstrated experience in the development, delivery and evaluation of housing workshops; experience delivering culturally sensitive services in a multicultural environment; excellent communication and interpersonal skills; proficiency in Microsoft Word, e-mail and internet; knowledge of a second language and/or culture would be an asset. **Core Competencies:** engage in a self reflective and collaborative practice that is non-judgmental and compassionate and reflects the mission of YWCA Toronto; incorporate principles of anti-oppression and equity in responding to the service needs of women and children and work toward removing systemic barriers to independence and wellbeing; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

**The hours of work** for this position are 35 hours per week (rotating schedule that includes day, evening and weekend shifts). The salary for this position is \$47,258 per annum (Level 6), plus comprehensive benefits.

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**Submit cover letter and résumé to:** Carla Neto, Manager of YWCA Women’s Shelter. YWCA Toronto. Shoppers World Postal Outlet, 3003 Danforth Avenue, P.O. Box 93647, Toronto, ON, M4C 5R4. FAX: (416) 693-8471

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## Internal and External Job Posting

### Part-Time Transitional and Housing Support Worker YWCA Women's Shelter

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**Reporting to** the Manager of YWCA Women's Shelter, the Part-Time Transitional and Housing Support Worker is responsible for delivering services to residents and ex-shelter residents and women in the community who have experienced domestic violence and are trying to establish lives separate from their abuser. The Part-time Transitional and Housing Support Worker is also responsible for providing crisis counselling, informal group work, advocacy, and support services directed towards assisting women to secure and maintain safe housing.

**You will have:** in-depth knowledge of an academic discipline normally acquired through completion of a clinically supervised undergraduate degree (e.g. BSW); an analytical framework that identifies clients' relation to social systems and the demonstrated practical application of this framework; 1 to 3 years experience in group work with clients at risk with demonstrated ability to work under pressure; in-depth knowledge of legislation and administration procedure regarding social welfare, housing, employment, child welfare, immigration and refugee law and skills in advocacy usually acquired through 1 to 3 years of case management experience with a diverse range of clients; demonstrated experience in the development, delivery and evaluation of workshops and groups; counselling approach that is flexible, de-escalates tension, teaches conflict resolution and focuses on success; ability to deliver culturally sensitive services in a multicultural environment; ability to work with an anti-oppression and feminist framework; knowledge and understanding of trauma, mental health issues, advocacy, substance abuse, employment, child development and parenting and/or children's programming would be an asset; strong interpersonal skills; excellent written and verbal communication skills; proficiency in Microsoft Word, e-mail and the Internet; ability to maintain a positive approach and a professional manner at all times; knowledge of a second language an asset. **Core Competencies:** engage in a self reflective and collaborative practice that is non-judgmental and compassionate and reflects the mission of YWCA Toronto; incorporate principles of anti-oppression and equity in responding to the service needs of women and children and work toward removing systemic barriers to independence and wellbeing; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

**The hours of work** for this position are 28 hours per week. The salary for this position is \$47,258 per annum (prorated to \$37,806 per annum for this 28 hour per week position) (Level 6), plus comprehensive benefits. **Note:** a valid driver's licence and access to a motor vehicle is an asset.

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