



Dedicated leader providing hope and help to women and girls at risk.

EFRY Hope and Help for Women empowers women and girls through a trauma-informed, inclusive, and gender responsive lens. Our client-focused approach strengthens emotional, cultural and social well-being through prevention, support, reintegration, and advocacy.

Program Coordinator, Bonnie McPhee Safe House (Anti-Human Sex Trafficking Services)

Maternity Contract (ending December 31, 2025)

40 hours a week

The Bonnie McPhee Safe House is a residential program that assists women and girls who are trafficked and/or commercially sexually exploited to be supported to reintegrate into the community. The team works to facilitate residential programming that facilitates and is conducive to a safe environment, positive change, and trauma-informed care for its female youth residents.

The Bonnie McPhee Safe House's Program Coordinator will be responsible of supporting and implementing EFRY Hope and Help for Women's principles, program philosophies and policies. Reporting directly to the Manager, the individual will be part of the residential Anti-Human Trafficking Services team and will assist with the development + executive of the program and supervision of the staff team. The Program Coordinator is expected provide on-call support on a rotational basis and to work a combination of day and evening shifts.

Areas of Responsibility:

- Assists the Program Manager with the design, development and implementation of the Transitional House program model
- Provides on-going support for program development, enhancements, and modifications
- Supports the Manager in the direct and indirect supervision and evaluation of the front-line residential workers
- Coordinates and monitors training and orientation of new and existing staff, both full-time and casual workers
- Participates in recruitment, selection, and employee relation matters for front-line staff, students, and/or volunteers
- Ensures that front-line staff adhere the Transitional House's policies and procedures
- Works with front-line staff to support the youth in maintaining the daily expectations of the program
- Assists with indirect case management support to front-line staff
- Provides counselling support to youth through a trauma-informed approach
- Coordinates and maintains the Transitional House's staffing schedule and the maintenance of paid-time off and timesheets based on EFRY Hope and Help for Women's policies and procedures
- Models and promotes high levels of communication with all external stakeholders in order to develop and maintain partnerships
- Facilitates presentations and provides information and materials as required for public education of the program and Agency
- Participates in a variety of committees and collaborative groups

Successful candidates will have:

- A degree and/or diploma from a University or College in a related field with experience working with



vulnerable populations; prior experience working with female at-risk youth, including those who may be human trafficking victims and/or survivors or those who have experienced gender-based violence is considered an asset

- The ability to maintain and encourage confident assessment, counselling and program facilitation skills in order to engage, support, and interact with clients using a trauma-informed approach.
- Knowledge of community resources and services including, but not limited to, provision and access to food and clothing; accessing shelters or other appropriate housing options; access to health care (i.e. STDs, pregnancy, addiction, etc.); referrals to various counselling and victim services; access to financial supports; and employment supports.
- The ability to maintain and encourage confident assessment, counselling and program facilitation skills in order to engage, support, and interact with both front-line staff and clients using a trauma-informed approach
- Excellent verbal and written communication skills; proven leadership skills and strong knowledge of community resources
- The ability to inspire, motivate, lead, provide direction, and act as a professional mentor to front-line staff group
- The ability to work well and collaborate with diverse partners, community groups, stakeholders, and other key supports in the community
- Detail-oriented and organizational skills, with the ability to prioritize, multi-task, plan, and manage projects and initiatives
- A demonstrated ability to foster healthy workplaces, free from discriminatory practices and recognize the values involved with actively moving toward greater inclusivity and equity.
- Valid First Aid / CPR certification, recent TB test
- A clear Vulnerable Sector Screening (VSS) – criminal background check
- A valid Ontario driver's license

How to Apply:

If you are a compassionate, highly motivated and results-oriented individual, with a passion to support a charity organization, please send your updated letter and cover letter to Lee Ann Bailey, Manager of Anti Human Trafficking Programs at lbailey@efryhope.com by **March 31st 2024 at 11:59 PM**.

We thank all applicants for their interest in the EFry Hope and Help for Women. Only qualified candidates selected for interviews will be contacted.

Please note that the selected candidate will be required to submit a Vulnerable Sector Search prior to the commencement of the position.

Accessible Hiring Practices

At EFry Hope and Help for Women, we are committed to developing an inclusive workplace to better serve our communities. We believe that it is paramount to create space where all of our employees have the opportunity to actualize their professional capacity, build strong relationships, celebrate diversity, collaborate with one another, and find success. We encourage candidates from diverse backgrounds, including those who may need accommodation, to apply to join our team.

EFry Hope and Help for Women is committed to accessible hiring practices. Upon request, accommodation for applications with disabilities is available. If you are applying for this position and require accommodation, please indicate this in your cover letter and we will work with you to meet your needs.

