



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensure that we, as a work community, treat all with inclusivity, innovation, collaboration, accessibility, respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire an:

**Program Coordinator  
(Family Wellbeing Program)  
1 - Full Time (35 hours/ week), Contract (Until September 30, 2026)**

**Reporting To: Manager – Community Health Teams**

**Position Summary:**

The Family Well-Being Program applies a holistic approach in service to parents, guardians, and/or caregivers that support youth (ages 10 – 29) vulnerable to violence and/or crime to better navigate and connect with services and pro-social opportunities in their communities.

The program aims to build family confidence, raise participation levels, build resiliency, and improve youth outcomes through a healthy family and community approach by providing:

- One-on-one system navigation supports
- Group workshops/education sessions
- Engagement opportunities

This is done using a collaborative approach with key partners and stakeholders to provide education, resources, and referrals to programs and services that will allow families to improve their well-being.

**Role Description:**

Family Wellbeing Coordinator will:

- Develop, coordinate, implement, deliver, and report on the Family Wellbeing pilot program goals
- Identify strategic approaches to increase uptake of service coordination for intended individuals and communities
- Act as the primary liaison for their respective agency with the City of Toronto
- Liaise with consortium partners and coordinate the development of the pilot; attend weekly Family Wellbeing Consortium meetings
- Support ambassadors with system navigation through an awareness of culturally appropriate support for parents, caregivers and family members impacted by youth violence
- To liaise, consult and collaborate with key stakeholders in the community: City services, Toronto Community Housing Corporation, Provincial Youth Outreach Workers, Probation and Parole, Boards of Education, Ontario Works Family Caseworkers, mental health and employment-focused agencies and other service providers as required regarding the needs of gang involved families. Support Ambassadors with key stakeholder management.

- Facilitate program planning, Community of Practice, and team meetings, take minutes and keep partners updated on current trends and updates to the pilot program
- Deals with confidential and sensitive information regarding operations, assets, and resources within the pilot in a professional manner
- Compile and submit monthly reports to document engagement approaches, initial contact from key partners, emerging governance or operational issues contributing to pilot successes and challenges
- Compile quarterly/monthly Family Wellbeing Team status reports, work plan updates on activities, highlights, and budgets
- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations
- Remain agile and ready to adapt to developing pilot needs

**Recommended Key Qualifications:**

- Lived experience and/ or experience working with Newcomer and or vulnerable gang-involved youth and/ or families in conflict with the law, social justice systems and/ or marginalized communities.
- Experience working in Scarborough and/ or Zone 5 is an asset.
- Experience with planning, implementing and assessing learning processes in the lens of family and youth development within crime and violence.
- Experience designing and delivering pilot programs.
- Considerable experience using Microsoft Office applications (MS Word, Excel and PowerPoint) to produce reports and presentations.
- Ability to learn new reporting systems (e.g. online contact referral process and electronic tracking systems) to track and initial contacts into the pilot.
- Excellent interpersonal skills to deal effectively with staff, all levels of management, City of Toronto staff, Family Wellbeing Consortium partners, pilot key partners and internal/external service providers.
- Well-developed organizational skills and the ability to handle multiple tasks simultaneously to meet established deadlines.
- Post-secondary degree or Community College diploma in social services or a field relevant to youth development, family development, social justice systems, or equivalent combination of education and experience.
- Education in and or experience in project planning, and management

**Significant Working Conditions:**

- Ability to work flexible hours evenings and weekends
- Ability to travel across Scarborough
- Valid driver's license and access to car considered a significant asset

**Remuneration:** \$30.55 – \$35.67

**Band:** F



Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please reply in confidence to HR: [recruitment@schcontario.ca](mailto:recruitment@schcontario.ca)

*We would like to thank all applicants; only those invited to interviews will be contacted.*

**Note:** Please quote **PC-FWP-FT** in the subject line.

This is an **Existing Vacancy**.

**If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.**

**SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+**

**SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.**

[www.schcontario.ca](http://www.schcontario.ca).

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