



# ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 311, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

[www.efryottawa.com](http://www.efryottawa.com)

## **Family Space Coordinator; Community Programs & Services**

Hey you! Elizabeth is looking for you!

Elizabeth Fry heard you like to help people and use your captivating personality and skills to make life better for others!

Elizabeth Fry is looking for you to join our dynamic Community Programs & Services Team, as the Family Space Coordinator.

### ***Job Summary***

This position gives the successful candidate the opportunity to develop and implement the new Family Space Program.

E Fry Family Space is designed to remove inter-sectional barriers such as poverty, disability, addiction, mental health, discrimination, experiences of violence and trauma and lack of housing; to decrease social isolation of women and to support them to reintegrate and develop healthy relationships with their child(ren). The above barriers can exclude women from having access to their child(ren); creating an additional layer of isolation that the women experience. E Fry Family Space will create that safe space that is needed for women to begin to integrate back with their families while simultaneously addressing their individual needs. E Fry Family Space is an inclusive program with a priority given to women exiting the justice system and who may be isolated from their child(ren).

Work is performed within the context of the policies and framework of the Elizabeth Fry of Ottawa corporate culture as embodied in the Mission Statement and Core Values

### ***Education & Experience***

- Post-secondary education in social sciences or equivalent combination of knowledge and experience.
- 2 years experience in program development and reporting.
- 2 years experience providing individual case management to adult women and/or youth who are marginalized
- Showing initiative and being action oriented
- Effective written communication
- Effective oral communication
- Working effectively with others
- Effective problem solving skills
- Demonstrating integrity and respect
- Adaptability



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## *Language, Certificates & Licenses*

Bilingualism is considered an asset

<b>Job Title:</b>	<b>Family Space Coordinator</b>
<b>Position type:</b>	<b>30 Hours per week</b>
<b>Start Date:</b>	<b>September 30, 2019 – October 2, 2019 (with a possibility of extension)</b>
<b>Hours of Work:</b>	<b>TBD</b>
<b>Years Experience:</b>	<b>2 years</b>
<b>Reporting:</b>	<b>Program Manager; Community Programs &amp; Services</b>
<b>Salary:</b>	<b>\$19.92/hour</b>

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

The deadline for applications is September 13, 2019 at noon. While we thank all candidates for their interest, only those invited in for an interview will be contacted.

Please send applications electronically addressed to: **Sarah Davis, Executive Director**

In the subject line of your application, please reference: **FSCS2019**

c/o [careers@efryottawa.com](mailto:careers@efryottawa.com)