



Job Posting – Internal/External

POSITION: Life Skills Program Coordinator

LOCATION: Sagatay

SHIFT: Monday to Friday 9am to 5pm

SALARY: \$65,000.00

Na-Me-Res (Native Men's Residence) located in Toronto, is a diverse, multi-service organization. Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' mission is to provide temporary, transitional and permanent housing to Indigenous men experiencing homelessness in Toronto, while providing outreach and support services to the broader Indigenous homeless population.

Job Overview

This position is responsible for coordinating the life skills portion of the Sagatay program, a supportive healing and learning environment for Indigenous men. The successful candidate will work closely with the care team to support the goals and objectives of the clients and the program.

Qualifications

- Post-secondary diploma or degree in a related field of study (Social Work, Education etc)
- Experience working in a social service setting
- Experience coordinating or supervising a project and/or program
- Knowledge and proficiency of Microsoft Office
- Knowledge of Indigenous issues, traditions, and culture
- Strong interpersonal and organizational skills
- Ability to work well independently and a part of a team
- Proficient in written and oral communication

Responsibilities

- Plan and coordinate life skills programming
- Facilitate client assessments and care plan delivery
- Identifying, recruiting and coordinating facilitators
- Supporting and developing program curriculum
- Identify and build community partnerships
- Facilitate client interviews and participate in client care meetings
- Administrative responsibilities include monthly reporting, daily attendance and data collection
- Financial management

Desirable skills or certifications (please identify within your application)

- Driver's license and clean driver's abstract
- Ability to speak a Native language
- First Aid/CPR, WHMIS certifications

Na-Me-Res is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please identify in their cover letter. We thank all applicants, however, only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

CLOSING DATE: October 30, 2025, 5PM.

A cover letter and resume can be submitted to:

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

Fax #: (416) 652-3138 / **Email:** jobs@nameres.org

**Service
Canada**

(No phone calls please)

MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING

