



NATIONAL ADVOCACY  
COMMUNITY ACTION.



*YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women and gender diverse people escape violence, move out of poverty and access safe, affordable housing.*

*We work tenaciously to break down barriers that hold women and gender diverse people back from achieving equality.*

**Internal and External Job Posting**  
**Part-Time Employee Wellness Co-ordinator (Contract)**  
**Human Resources and Administration**  
**JOB ID: HR919 - Repost**

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<b>Employment Type:</b>	Part-Time, Contract
<b>Work Hours:</b>	21 hours per week
<b>Salary:</b>	\$52,348 prorated to \$31,409 per annum, plus comprehensive benefits
<b>Location</b>	87 Elm Street, Toronto, Ontario, M5G 0A8
<b>Contract Position Period:</b>	ASAP to June 30, 2024
<b>Application Deadline:</b>	Tuesday, October 10, 2023

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### JOIN OUR TEAM

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

The Employee Wellness Coordinator is responsible for co-ordinating and implementing mental health and well-being initiatives/programs to support staff to recover from the impacts of the pandemic and build resiliency and address burnout. The position implements wellness programs that are responsive to staff needs, compiles mental health resources, and maintains privacy and confidentiality throughout the process

### ABOUT YWCA TORONTO

YWCA Toronto is dedicated to improving the lives of women, girls and gender diverse people. Our programs promote equality, economic security and lives free from violence. We help women, youth and gender diverse people flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' programs and family programs. We also engage in systemic advocacy.

### KEY RESPONSIBILITIES

- Responsible for researching, coordinating and executing health and safety wellness programs, policies, procedures and training;
- Provides wellness advice, guidance and resources to managers, employees and JHSC members;
- Co-ordinates the delivery of external mental health and well-being programs for staff; arranges all the logistics for training/workshop delivery;
- Develops, facilitates, and organizes information sessions on key employee issues such as stress management, mindfulness, stop smoking programs and nutrition;

- Work with Managers and the Health and Safety Committee to promote information sessions and encourage employee participation and engagement;
- Supports the implementation of a psychological safety program for staff;
- Compiles mental health and well-being resources for staff on YWCA Toronto's Internal Resource (digital) Library;
- Ensures that initiatives are responsive to staff needs including a diverse range of culturally sensitive programs/resources;
- Ensure the confidentiality of employee feedback and assessments gathered during information sessions and workshops, using the data for program improvement while protecting individual identities;
- Safeguards employee information related to accommodation requests and disclosures by implementing strict confidentiality protocols, ensuring that sensitive details are protected and shared on a need-to-know basis, and following organizational policies and legal requirements for data privacy and protection.

## QUALIFICATIONS

- In-depth knowledge of an academic discipline normally acquired through completion of an Undergraduate degree in a related field such as social work, psychology etc. **(Cases for Equivalency will be considered);**
- 3 to 5 years directly related work experience;
- Knowledge and understanding in employee mental health and well-being programs;
- Experience delivering culturally sensitive services in a multicultural environment;
- Excellent communication and interpersonal skills;
- Demonstrated knowledge and application of anti-oppression, trauma informed, harm reduction and feminist frameworks;
- Demonstrated knowledge of community resources and supports;
- Working knowledge and application of the intersections of systemic oppression (anti-black racism, anti-indigenous racism);
- Computer literacy with MS Office (Word, Excel, Access, PowerPoint & Outlook);

**Vaccination Policy:** - In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees, students and volunteers are strongly encouraged to obtain all COVID-19 vaccinations and booster doses as recommended by Toronto Public Health.

## HOW TO APPLY

**Please submit your cover letter and résumé as a single Document to** Donna Levy, Senior Manager of Human Resources at [hrjobs@ywcatoronto.org](mailto:hrjobs@ywcatoronto.org). **Please quote JOB ID number HR919-Repost and your name in the subject line.**

**Please note:** A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the Bargaining Unit.

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

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

**Posting Date:** September 26, 2023