



Aboriginal Labour Force Development Circle
P.O. Box 331, Shannonville, ON K0K 3A0
Tel: 613-771-1627 or 1-800-446-1629
Fax: 613-771-1680
www.alfdc.on.ca



ALFDC Job Description for Projects Officer – Reaching Home Maternity Leave Contract

Title: Projects Officer – Reaching Home

Reports to: Reaching Home Manager with overall authority from the Executive Director.

Summary:

The Project Officer for the Reaching Home Strategy ALFDC, is the person responsible for managing, coordinating, reporting, ensuring completion of the programming-based projects and maintaining professionalism on the projects in regard to the Reaching Home Strategy.

This job description provides a brief overview of duties, roles, responsibilities, key qualifications, and conditions. The Reaching Homes Manager will be working closely with the ALFDC staff, Service Canada's Reaching Home personnel, the identified agencies working with Indigenous homelessness in the City of Toronto as well as Indigenous homelessness in rural and remote areas as well as our identified member First Nations.

The Project Officer will assist in the review, evaluation, and support of Reaching Home funded projects through the Toronto Indigenous Community Advisory Board (TICAB) organizations. The Project Officer will ensure projects are aligned with Reaching Home directives. As this is a collaboration of several partners such as ALFDC, TICAB and external agencies the Project Officer will uphold responsibilities of position and adhere to relevant duties assigned.

Roles and Responsibilities:

All job duties and responsibilities as assigned are required to be completed with tact, diplomacy, and professionalism with adherence to the ALFDC relevant policies. Relevant tasks are listed below but are not an exhaustive list due to uniqueness of each project, tasks may vary or differ:

- Monitor project(s), meetings with Reaching Home Organizations and ensure proper, concise, and professional communications at all times.
- Report to Reaching Homes Manager to notify of any concerns/problems and provide recommendations/resolutions.
- Maintain proper documentation on progression of project. Identify any deficiencies, inability to meet deadlines, within sub project.

***Providing Indigenous Employment and Training Opportunities.
Working with Indigenous Agencies in the Greater Toronto Area to alleviate and end Indigenous Homelessness.
Working with 12 Member First Nations and 10 First Nations' Childcare Centres***

ALDERVILLE FIRST NATION DAYCARE

ALGONQUINS OF PIKWAKANAGAN
Mindiwin Manido Childcare

BATCHEWANA FIRST NATION
Rankin Daycare

CHIPPWEAS OF SAUGEEN
G'Shawdagawin/Binoojiinh Gamig Daycare

CHIPPWEAS OF NASHUA UNCEDED TERRITORY
Nshiime Daycare

CURVE LAKE FIRST NATION
O'shkiigmong Early Learning Centre

HIAWATHA FIRST NATION
L.I.F.E. Services Centre

MISSISSAUGAS OF THE NEW CREDIT
Ekwaamjigenang Children's Centre

MOHAWKS OF THE BAY OF QUINTE
Eska O'kon: A Tyendinaga Daycare

TEMAGAMI FIRST NATION
Tillie Missabie Family Centre



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- Monitor progress of project and provide recommendations as required for the betterment of the project.
- Monitors programs with Reaching Home Manager to ensure effective and coordinated service delivery for our Indigenous homelessness agencies under the Reaching Home directives and program delivery directives.
- Work with the Reaching Home Manager and relevant staff in ensuring information, resource documents, best practises, research material is reviewed and aligned with the Reaching Homes framework.
- Provide regular activity reports as required on progress of project.
- Work with Reaching Homes on project costs to ensure completion within budget; advise of any deviations regarding the budget.
- Correspond and provide support when relevant to organizations with agreements with ALFDC in regard to the Reaching Home Strategy.
- Review Claims for eligibility and prepare for financial processing.
- Monitoring claim amounts for agreement term and ensure adherence to budgets and Reaching Home Eligibilities.
- Assist the Reaching Home Manager in evaluating and monitoring Reaching Home Programming-Based Projects.
- Reviewing, evaluating, and recommending project proposals and funding of projects.
- Ensure proper project files are established, maintained and up to date.
- Other duties as required.

Requirements:

- 3 – 5 years of direct work experience in project management and/or Social Services Environment.
- Ability to work within and contribute to a team environment.
- Ability to work well under pressure and in stressful situations.
- Ability to meet tight deadlines.
- Able to communicate effectively with all staff and outside organization both verbally and in writing.
- Ability to prioritize work activities to meet deadlines.
- Must adhere to confidentiality. Excellent interpersonal skills.

Working Conditions:

- Ability to travel with possible overnight stays and must have valid driver's licence.
- Work environment will always require tact, diplomacy, and professionalism.

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- Physical endurance and manual dexterity required as well as patience and professional integrity.
- Manual dexterity required and lifting of materials and supplies.
- Office environment with extended periods of sitting and computer use.

LOCATION: Head Office ALFDC, 274 Highway 49 Deseronto, ON

COMPENSATION: Range \$52-\$56k based on experience and travel is charged separately.

DEADLINE TO APPLY: September 11th, 2026

Please send a cover letter with resume to Stephanie Doucett at stephanee@alfdc.on.ca or if you have any questions please email.

Indigenous Ancestry Preferred.

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