







CANADA YOUTH JOBS POSITION POSTING

POSITION:	Quality Accreditation Student – Richmond Hill
NUMBER OF POSITIONS:	2 Positions (May-August, 16 weeks)
POSITION REPORTS TO:	Manager, Direct Services, Shelter and Risk Management
HOURS OF WORK:	Five days per week
STARTING DATE:	May 6, 2024
AGE:	15-30 years of age as per Canada Job Requirements
WORK SITE:	Hybrid

About Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, transitional housing, and supportive counselling to abused women and their children in York Region. Services are provided within a supportive environment that facilitates empowerment to help women and their children rebuild their lives.

52 West Beaver Creek Rd., Unit 4, Richmond Hill, ON L4B 1L9
Crisis & Support Line (phone or text): **1-800-263-3247**
Administration: **905-709-0900** • Toll Free: **1-800-263-2231**
Charitable Registration Number: **11910 5187 RR0001**
www.yellowbrickhouse.org     @yellowbrckhouse



SUMMARY OF POSITION:

The Quality Accreditation Student will assist the Quality Accreditation Coordinator in leading the organization in Accreditation readiness and application. This position is centered on Yellow Brick House developing a framework for a full and thorough accreditation process that is to be later considered by the Focus.

RESPONSIBILITIES:

- Assist the Quality Accreditation Coordinator in development of an accreditation workplan that identifies key deadlines, outputs, scopes, and responsibilities.
- Support in development of mapping processes and standards of excellence for Yellow Brick House services.
- Assist with components of draft preparation for an accreditation framework.
- Help with maintenance of filing systems for control, security, and access of all documents.
- Supports conducting regular audits, identifying gaps, and liaising with project teams to ensure regulatory compliance in our system.
- Help prepare budgets and project estimates.
- Aid in Coordination of organization wide compliance and best practice trainings.
- Other duties as required.

QUALIFICATIONS:

- Must be able to satisfy requirements for the Canada Summer Jobs Program
- Enrolled in Diploma/Degree in education, communications, or equivalent.
- A police reference check is required by the successful candidate prior to hiring.
- All staff are required to be fully vaccinated and provide copy of the vaccination.
- Proficiency with Microsoft Office and database applications.
- Familiar and comfortable with technology-assisted platforms, specifically video conferencing, MS Teams, Zoom, etc.
- Additional languages considered an asset.
- Some travel required to office and shelters, must have adequate transportation to travel to various locations as required.

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COMPETENCIES:

- Strong Project Management Skills, with the ability to break down projects into manageable tasks, set realistic timelines, and monitor progress effectively.
- Able to analyze risks and opportunities.
- Deadline Attainment
- Strong Communication (Written and Verbal)
- Ability to work independently and collaboratively.
- Knowledge and understanding of gender-based violence.
- Presentation skills

HOW TO APPLY:

Please submit a resume and cover letter outlining your qualifications and relevant experience to: jobs@yellowbrickhouse.org

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance.

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