

Job Posting

Organization: TNO - THE NEIGHBOURHOOD ORGANIZATION	Department: Newcomers Support Services
Program/Project: Empowering Migrant Workers	Position Title: Outreach Worker
Location and Hours of Work: TNO sites and offsite 35 hours per week	Position Type: Contract Full-Time
Expected Start date: ASAP	Number of Positions Available: 2 Positions

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thorncliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thorncliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life.

Program/Project Description:

The purpose of this program is to identify gaps in the support and services available to Temporary Foreign Workers particularly in the agricultural sector during the COVID-19 pandemic. The program provides financial support necessary to fill the gaps and respond to the emergency needs of workers affected by COVID-19.

Position Summary:

The Outreach Worker works to outreach for suitable program participants, provides administrative, consultative and investigative services for the program. The Outreach Support Worker represents the agency at events and other stakeholder’s activities and meetings. The Outreach Worker ensures that the policies and procedures of the agency are implemented fully and provides support and direction for their team as they conduct their duties. Ensures that services are provided with care, compassion and professionalism. Supports and actively engages in TNO’s community development principles and initiatives within Ontario: Delhi, Brant, Simcoe, Norfolk, Durham and other parts of Ontario. The Outreach Support Worker will be responsible for planning and implementing the outreach strategy to engage clients. The position will also support the needs assessment process to identify individual barriers.

Main Tasks & Responsibilities:

- Develops individualized outreach plans for each assigned service locations in collaboration with other TNO programs or external service providers
- Develops outreach strategies and plans in conjunction with the Manager and Coordinator to engage newcomers within Ontario: Delhi, Brant, Simcoe, Norfolk, Durham and other parts of Ontario.
- Develops outreach materials and tools that meet program requirements and are aligned with TNO’s values and policies
- Conducts outreach in an anti-bias and culturally sensitive manner
- Assists in the organization of special events, and acts as an ambassador for the project at relevant community events, in order to attract newcomers to the program
- Inputs data into appropriate data base as specified by the agency
- Maintains required program records and submits required weekly and monthly reports and as requested by the management of the agency.
- Develop monthly work plan and activities
- Ensures that all records are kept confidential and secure.
- Develops individualized outreach plans for each assigned service locations in collaboration with other TNO programs or external service providers
- Jointly with service partner’s conducts program promotion in community social landmarks
- Coordinates activities with other TNO departments and services
- Actively participates in program’s community development activities including advocacy, outreach and community engagement and empowerment activities
- Participates in networks of neighbourhood based service providers
- Nurtures community members for leadership
- Participates in and supports local community events

Qualifications:

Education

- The minimum level of education preferred is Community College or equivalent with a specialization preferably in Social Services or community based studies.

Experience:

- Minimum 2 years of one-to-one work experience working with newcomers, particularly in the agricultural sector

- Ability to assess and recognize the needs of clients in the areas of career planning and development, job readiness skills, planning and identifying barriers to employment.
- Familiarity with clients who may be experiencing challenges related to cultural adjustment and/or who are suffering from mental health issues, trauma and learning disabilities
- Experience working with low-income, multi-racial, multi-lingual newcomer communities Experience working from an integrated anti-oppression, LGBTQ+ positive framework
- A successful and valid police clearance will be required for the position
- Excellent English communications skills. Ability to speak **Spanish, Tagalog** or **Vietnamese** an asset

Working Conditions:

Hours of Work:

Successful candidate would be required to work regular hours for 35 hours per weeks, and flexible between 8:30AM to 8:00PM besides evening shifts and weekends as decided by program requirements.

Location:

This position will be located within any of TNO's service locations based on community and program requirements. The locations (multiple) for this position may be added or moved to new addresses in the future according to the community and program requirements. "TNO - THE NEIGHBOURHOOD ORGANIZATION is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities and members of ethno-racial, aboriginal, immigrant, francophone, refugee, LGBTQ+ and disabled community groups to apply and self-identify."

How to apply:

*To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources Department by **Wednesday January 20th, 2021 by 5:00PM.***

[CLICK HERE TO APPLY](#)

Or

Attn: Human Resource

TNO - THE NEIGHBOURHOOD ORGANIZATION

1 Leaside Park Drive, Unit # 7

Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code please contact 416-467-0126

For more information visit: <http://www.tno-toronto.org>

We thank all applicants for their interest but only those selected for further consideration will be contacted