

Job Posting

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| Organization: TNO - THE NEIGHBOURHOOD ORGANIZATION | Department: Community Development |
| Program/Project: Pandemic Response Initiative | Position Title: Pandemic Response Case Worker |
| Location and Hours of Work: TNO sites and offsite 35 hours per week | Position Type: Contract Full-Time |
| Expected Start date: ASAP | |

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 Neighbourhood Organization (TNO) will collaborate with community health service partners, residents and employers in the hotspot areas to share public health information, improve access to COVID-19 testing, and provide critical supports to individuals who test positive.

Position Summary:

Reporting to the Pandemic Response Coordinator, the Pandemic Response Case Worker will support the implementation of TNO's City-funded Pandemic Response Initiative, focusing on supports for COVID-positive residents and the future strategy to support immunization efforts in Crescent Town area.

Main Tasks & Responsibilities:

- Participate in the daily and weekly meetings with referral partners in the East Toronto Ontario Health Teams as assigned
- Participate in Daily Rounds under the supervision of the Pandemic Response Coordinator
- Oversee case management of COVID-positive clients being referred to the Pandemic Response Initiative in the community to which the worker is assigned (Crescent Town), and supporting the hand-off of clients to relevant services in TNO, FHC and HATP when their isolation period is complete
- Ensure privacy compliance with each client being tracked under the guidance of Pandemic Response Coordinator
- Support communications efforts related to the Pandemic Response Initiatives
- Support maintaining shared documents and supporting the coordination of services
- Support with reporting and data entry of weekly and monthly data collection
- Support the food distribution team, focusing on delivery of food to COVID-positive families
- Collect and report data to the Coordinator on the Pandemic Response Initiative
- Support the evaluation and analysis of the Pandemic Response Initiative
- Other duties as assigned

Qualifications:

Education

- The minimum level of education preferred is a Community College Diploma

Experience:

- One to Three years of practical experience working with clients at various levels in the community social agency, community development work, outreach and stakeholder engagement
- Proficient at developing quality reports and deliverables using PowerPoint, Excel, and Word
- Excellent English communications skills, ability to speak, read and write; other languages would be an asset
- Strong inter-personal skills and proven ability to build and maintain positive relationships with peers, partners and with diverse community stakeholders

- Experience working in a fast-paced, client support environment
- Demonstrated commitment to working with people of diverse socio-economic and cultural backgrounds from a strong anti-oppressive framework
- Flexibility to work remotely, evenings and weekends

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 20, 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