

<b>Organization:</b> TNO - THE NEIGHBOURHOOD ORGANIZATION	<b>Department:</b> Newcomer Support Services
<b>Program/Project:</b> Welcoming Communities	<b>Position Title:</b> Settlement Worker- Slovak/ Romani-Rumungo/Czech
<b>Location and Hours of Work:</b> TNO sites and offsite 1 position - 35 hours per week 1 position – 28 hours per week	<b>Position Type:</b> Full-Time (2)
<b>Expected Start date:</b> ASAP	<b>Available Positions:</b> 2

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

TNO is actively searching for two (2) Settlement Workers to join the Settlement Team.

**Program Summary:**

The Welcoming Communities Program Stream-Community Connections provides services that facilitate social, economic and civic integrations of newcomers into the community and the society at large. Services provided include needs assessment, service planning, information and referrals, reception and orientation, translation, interpretation and introduction to community resources.

**Position Summary:**

The Settlement Worker provides one-on-one and direct services which include referrals to various services within and outside the community and provide updated and well-researched information relevant to client needs. The position is responsible for conducting client's needs assessment and for the development of a service plan jointly with clients. This position also requires developing an outreach strategy for the neighbourhood, newcomers and their families. SCs also provide information sessions and workshops on various topics that support the integration process of newcomers and their families.

**Main Tasks & Responsibilities:**

- Engage clients in intake and assessment process to identify immediate, short, medium and long term settlement needs of the newcomers and devise service plan based on the assessment and client's needs.
- Provide one-on-one case management and counseling to clients requesting information concerning: employment, housing, referrals, information about services/programs, advocacy, translation and interpretation and civic participation and community engagement.
- Ensure client's physical safety and emotional well-being as per CMAS and health and safety policies.
- Ensure all client and the community feedback and concerns are addressed in a timely manner and recorded according to TNO's policies and procedures.
- Plan, organize and facilitate group workshops and orientation sessions that support clients' settlement and integration. A minimum of two monthly workshops and information sessions is expected from each worker.
- Plan, prepare and evaluate appropriate material for group facilitation & workshops in collaboration with other teams and programs within the agency.
- Screen, shortlist and recruit volunteers and internship candidates; provides orientation and training for all accepted candidates.
- Maintain an up-to-date database of volunteer information and internship opportunities.
- Ensure that volunteers/intern learning goals and professional experience needs are met.
- Ensure volunteer/placement learning goals and professional experiences are met.
- Input data into appropriate database, maintains required program records, and submit required weekly and monthly reports and as requested by the management of the agency.
- Develop monthly work plan and activities.

**Qualifications and Experience Required:**

- Post-secondary education (Diploma/Certificate/Degree) with a specialization preferably in Social Services or community based studies and/or equivalent experience.

- One to three years of experience in outreach, communicating with newcomers and providing frontline services.
- Experience working with low-income, multi-racial, multi-lingual newcomer communities in diverse neighbourhoods.
- Experience working from an integrated anti-oppression, LGBTQ+ positive framework.
- Ability to facilitate program requirements in the virtual environment.
- Demonstrate social and multicultural sensitivity.
- Experience providing client-centered case management.
- Excellent communication skills, both written and verbal in English and
- Excellent interpersonal skills and experience liaising with community professionals.
- Excellent organizational and coordination skills to respond to fluctuating workloads and respond immediately in crisis situations.
- Excellent facilitation skills.
- Proficiency with MS Office, databases, designing flyers and presentations and using other office-related equipment.

## **Working Conditions**

**Hours of Work** - Regular hours (one position at 35 hrs per week, one position at 28 hrs per week), and flexible between 8:30AM to 8:00PM. Evening and weekend work may be required as decided by program requirements.

**Location** - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

## **Hiring Conditions**

**Vaccination Requirement** – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

**Screening** - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

## **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 **by 5:00PM May 27<sup>th</sup>, 2022**.

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources 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. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

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

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