

Organizations: TNO - THE NEIGHBOURHOOD ORGANIZATION/ St James Community Corner	Department: CORE
Program/Project: Canada Summer Jobs	Position Title: Community & Social Service Worker
Location and Hours of Work: TNO sites and offsite 35 hours per week	Position Type: Full-Time – 8 Weeks Contract Hourly Rate: \$15.00 per hour
Expected Start date: July 4 th , 2022	Positions available: 2 Positions for Flemingdon Park Area 2 Positions for St James Town Area

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, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life.

Position Summary

A Community Service Worker/Community and Social Service Worker provides client support, assessing clients' needs and connecting them with support services. In addition, this role supports community engagement areas such as community consultations/events, education, assisting volunteer-led programs, assisting in program facilitator-led programs, community ambassador programs, data gathering and evaluations.

Main Tasks & Responsibilities

- Client registration, assessment and connection to services.
- Prepare outreach and promotional materials (e.g. flyers, content for social media)
- Outreach to community and service providers for programs/events and workshops
- Assisting with volunteer support for events and programs (e.g. support volunteer recruitment)
- Assisting with data collection, and entry (e.g. administering surveys, entering in data, writing up descriptions)
- Minute-taking and preparing summary reports - Facilitating groups/ presentations and workshops with the support of staff
- Printing and Promotion of Multi-lingual Resource Materials
- Actively participate in Service Providers Network and Subcommittees

Qualifications and Experience Required

This position is funded through the Canada Summer Jobs Program and the following represents the applicant criteria:

- Be between 15 and 30 years of age at the start of the employment,
- Registered as a full-time student in the preceding academic year; and intends to return to school on a full-time basis during the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Knowledge of photocopier, fax, scanner, proficiency in the use of computers including word processing and printers. Knowledge of the telephone switchboard operation, troubleshooting for network computers.
- Excellent English communications skills (reading, written and verbal). Ability to speak other language is an asset.
- Excellent customer service skills.
- Previous experience in a culturally diverse environment.
- Ability to manage multiple tasks and work with minimal supervision.
- Proven ability to work independently in a well-organized, professional manner.
- Ability to establish and maintain good working relationships with staff and volunteers.
- Proficiency in MS Office, Internet and E-mail.
- Knowledge of TNO programs and catchment areas is an asset.

Working Conditions

Hours of Work - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM. Some evening and weekend work will 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 should send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by 5:00PM May 24th, 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>.*