

Settlement Worker (Tagalog)

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking a **Settlement Worker** to join our team in **Full-time permanent** role. TNO is a great place to work; we make a difference in our communities.

The Settlement Worker's role encompasses individual and group sessions for newcomers. This role requires fluency in Tagalog. This position entails conducting client needs assessments and collaboratively creating service plans to address their integration and settlement objectives. Additionally, the Settlement Worker coordinates internal and external referrals to community programs and services tailored to each client's needs and offers ongoing support services. Their duties include organizing informational sessions and workshops on diverse topics to aid newcomers and their families in the integration process. Other responsibilities encompass assessing the settlement needs of newcomers, managing individual cases, and generating statistical and narrative reports.

Requirements for the position include a post-secondary education, such as a diploma, certificate, or degree, preferably in Social Services or a related field, with equivalent work experience in a similar role also being acceptable. Candidates should demonstrate a strong understanding of immigrant and refugee issues and possess familiarity with community resources facilitating newcomers' integration. Essential qualifications include prior experience in working with low-income, multi-racial, multi-lingual newcomer communities, particularly in diverse neighborhoods. Proficiency in written and verbal English is crucial for effective communication in this role, along with strong interpersonal skills to develop and maintain positive community relationships and partnerships. Additionally, the candidate must have excellent facilitation skills for conducting workshops and information sessions, as well as technical proficiency in Microsoft Office, virtual platforms, database entry, creating presentations, and operating office-related equipment.

Vaccination Requirement – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

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

Travel Requirements: Access to a vehicle is an asset as travel is required between locations.

Work Location(s): 10 Gateway Blvd, Toronto, ON M3C 3A1, 18 Thorncliffe Park Dr, East York, ON M4H 1N7 and other TNO locations.

Job Type: Full-Time Permanent position.

Schedule:

Full-Time hours: 35 hours per week, and flexible between 8:30 AM to 8:00 PM. Evening and weekend work may be required as decided by program needs.

Languages required: Fluent in speaking, reading, and writing Tagalog

Benefits:

- Extended Health Care
- Health Spending Account
- Professional Development Support
- Employee Assistance Program (EAP)
- Travel Insurance
- Life Insurance and Long-Term Disability
- Registered Retirement Savings Plan (RRSP)
- Social activities organized by the organization
- Public transportation nearby

Application Process: Please submit your resume by email with “Settlement Worker” in the subject line to Recruitment@tno-toronto.org by February 19th 2024. We thank all applicants for their interest, but only those selected for further consideration will be contacted.

TNO 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. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Please let us know if you require accommodation at any stage of the recruitment process.

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