

## **Settlement Worker (Hungarian, Slovak, Czech and Roma)**

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 **Part-Time** Contract role. TNO is a great place to work and we make a difference in the communities we serve.

The Settlement Worker's role encompasses individual and group sessions for newcomers. The settlement worker 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.

The ideal candidate for this position should possess post-secondary education, such as a diploma, certificate, or degree, preferably in Social Services or a related field. Alternatively, equivalent work experience in a similar role is acceptable. Essential qualifications include a strong understanding of immigrant and refugee issues, familiarity with community resources facilitating newcomer integration, and prior experience working with low-income, multi-racial, multi-lingual newcomer communities, particularly in diverse neighborhoods. Effective communication in English, both written and verbal, is crucial. Additionally, the candidate should demonstrate strong interpersonal and facilitation skills for developing and maintaining positive community relationships, conducting workshops, and leading information sessions. Technical proficiency in Microsoft Office, virtual platforms, database entry, presentation creation, and operating office-related equipment is also required.

**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.

### **Schedule:**

Part-Time hours: 21 hours per week. (14 hours under Welcoming Communities & 7 hours per week under NSP)

**Number of people to hire: 1**

**Position 1: Settlement Worker**

1. **Work Location(s):** 18 Thorncliffe Park Dr and TNO locations
2. **Job Type:** Part-Time Contract until March 31, 2025 (21 hours per week)
3. **Number of Positions:** 1
4. **Languages Required:** Fluency in Hungarian, Slovak, Czech and Roma

**Benefits:**

- Professional Development Support
- Employee Assistance Program (EAP)
- Social activities organized by the organization

**Application Process:** Please submit your resume by email with “Settlement Worker” in the subject line to [Recruitment@tno-toronto.org](mailto:Recruitment@tno-toronto.org) by April 8<sup>th</sup>, 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.*

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