

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2023-217**

<b>POSITION TITLE:</b> Contract Community Worker, Settlement (Farsi Speaking)	
<b>DEPARTMENT:</b> Newcomer Services	<b>STATUS:</b> Contract Full-time, non-bargaining unit
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> ASAP till October 10, 2024, or the return of the incumbent
<b>REPORT TO:</b> Senior Manager, Newcomer Services	<b>HOURLY RATE:</b> \$27.55
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** The Community Worker, Settlement facilitates the social, cultural, economic and political integration of newcomers into the community by providing information & referral services, interpretation, one-to-one assistance, groups and forums. To develop new and co-ordinate existing resources, initiating and operating new programs to meet the settlement needs of immigrants and refugees. This position reports to the Senior Manager, Newcomer Services.

### MAJOR DUTIES:

- Facilitate community integration and leadership through the development and implementation of social, recreational and educational programs for individual newcomers and groups;
- Provide settlement support, information and orientation services to newcomers to facilitate adjustment to the settlement process;
- Establish and maintain contact with newcomers to assess their needs and develop an individualized settlement plan by determining eligibility for services, making referrals to appropriate programs and services, helping newcomers make informed settlement decisions based on their needs and goals;
- Assist NS Manager and Settlement Co-ordinator in the evaluation and development of programs based on community needs;
- Plan, organize, implement and evaluate Newcomer Orientation/Support groups;
- Coordinate Community Information Workshops, including online delivery, on topics related to settlement on a regular basis;
- Network with relevant community groups and agencies to plan, implement and evaluate joint projects or services;
- Supervise, monitor and document classes and group activities;
- Provide information, referral, short-term counselling, case management and crisis intervention to clients when necessary;
- Provide and maintain record of program supplies, teaching support materials and other resources.
- Assist in the preparation of grant proposals and reports.
- Keep up-to-date on community resources and issues affecting immigrants and refugees.
- Maintain accurate program records and statistics and prepare required reports.
- Administer petty cash and keep accurate records
- Collaborate with internal teams in planning, organizing or implementing activities to attain agency goals
- Assist with relevant translations and interpretations as assigned;

### REQUIREMENTS & QUALIFICATIONS:

- A university degree in social services or education field or Community College Diploma in settlement services and 2 years' experience in the settlement and/or community work sectors, or equivalent combination of education and experience
- Understanding of, and sensitivity to issues affecting immigrant and refugee communities
- Sensitivity and proven ability to work in a multicultural organization serving diverse ethno-cultural communities
- Excellent oral and written English language skills; fluency in Persian (Farsi) language is required for this position
- Knowledge of community resources and services in Toronto
- Demonstrated cross-cultural communication skills with participants, other agencies and the public
- Excellent interpersonal and communication skills
- Competency with Windows applications, Microsoft Office suite and online video communication platforms (e.g. Zoom, WebEx)
- Must be able to work flexible hours.
- A current police reference check is required, which may include a vulnerable sector check. vulnerable and marginalized populations and demonstrated practice working from an anti-oppression framework;

**To apply, submit your resume with "TNG2023- 217" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement