

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# TNG2024-133

POSITION TITLE: Women's Outreach Assistant – Dari, Pashto and English Speaking	
DEPARTMENT: Community Development and Women's Programs	STATUS: Regular Full-Time, CUPE 7797
# HRS / WEEK: 27.5	CONTRACT DATES: N/A
REPORT TO: Senior Manager, Community Development and Women's Programs	HOURLY RATE: \$29.95
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Women's Outreach Assistant works directly with the Women's Settlement Team Lead and Women's Program Coordinator to conduct outreach, primarily to Afghani Newcomers. The Outreach Assistant is responsible for planning, linguistic interpretation and facilitation of workshops, social events, educational, recreational and life-skill activities, mentoring, coaching, advocacy to build connection with isolated and marginalized newcomer women. These supports are primarily delivered to newcomer women (identified) and their families to reduce barriers and increase access to resources and well-being to assist in settlement. This position reports to Senior Manager, Community Development and Women's Programs and is part of **CUPE LOCAL 7797**.

MAJOR DUTIES:

- Assist in outreach strategies and promote programs that use a number of communication tools both on line, through social media, in person and by telephone
- Assist in planning supportive social, educational, recreational and life skills programs, including special event
- Organize and facilitate women's life-skills, system navigation, wellness and arts-based group
- Provide support/informal check-ins to individual and group program participant
- Provide information, referrals and advocacy to participant
- Adherence to agency's policies and procedure
- Other duties as assigned

REQUIREMENTS & QUALIFICATIONS:

- Degree or certificate in social work or related field and/or demonstrated equivalency of work and lived experience of supports addressing barriers to women's settlement
- 1-2 years experience working or volunteering with low income newcomer women of diverse backgrounds
- Fluent in Dari and a working knowledge of Pashto. Able to interpret from English to Dari fluently for when speakers are presenting live workshops in real time. Working knowledge of Pashto to support and interpret workshops
- Knowledge and experience advocating on behalf of newcomer women and their families i.e. immigration, housing, health, social assistance, child welfare etc.
- Demonstrated ability to work independently while meeting deadlines
- Demonstrated experience in women's programming including outreach, workshop development, and group facilitation
- Knowledge and sensitivity of inequity, gender-based violence and women's issues
- Strong understanding of systemic, individual and cultural barriers including intersections and how this impacts women For example: racialized, newcomer, ethnicity, language, age, trauma, sexuality, gender identity, mental health, ability, status etc.
- Able to work using a collaborative, trauma informed practice within an anti-oppression framework
- Able to work with people having diverse cultural backgrounds, lived experiences and systems of belief

To apply, submit your resume with "TNG2024-133" in the subject line of your email to: 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