

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# TNG2025-145

POSITION TITLE: Coordinator, Peer Training and Development	
DEPARTMENT: Urban Health and Homelessness Services	STATUS: Contract Full-Time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATES: ASAP until October 31, 2025 or until the return of the incumbent
REPORT TO: Manager of Community Peer Programs	HOURLY RATE: \$34.03
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Coordinator, Peer and Training position combines coordinating a harm reduction based, Peer Training and Development program for TNG and UHHS supportive housing clients, with case management of graduates as assigned. The Coordinator will ensure Peer program participants have the support they need to successfully complete the program and reach their goals as identified in their individual work plans. The Coordinator is responsible for developing and facilitating, jointly with department staff, Peer training sessions and coordinating all Peer work activities. Other responsibilities include: supporting client engagement activities across the Urban Health and Homelessness Services department, case management services for clients who have graduated from the Peer program and harm reduction and working alongside Peer trainings for other TNG departments and community agencies.

MAJOR DUTIES:

- Develop and facilitate three, 10-week peer training sessions and coordinate temporary paid work placements for graduates.
- Provide leadership and supervision for Peers enrolled in the program.
- Develop all administrative and evaluation tools for the program
- Work with the Manager and Senior Manager to develop and implement client assessment and intake tools and procedures
- Work with department staff to assist in facilitation of Peer training sessions
- Case management of Peer graduates as determined by level of support needed
- Coordinate financial matters (honoraria and timecard submission) and report to Manager or Senior Manager as required
- Provide one-to-one assistance, case management and life skills education
- Complete detailed assessment, support planning and advocacy
- Work with clients to identify and achieve self-identified goals
- Provide transitional support upon graduation from Peer Training program with focus on stability, recovery and transition to less intensive support
- Form positive relationships with community and system partners
- Connect clients with supports in the community that will help them achieve and maintain stability.
- Maintain accurate case management records and complete reporting required by funders and supervisor.
- Coordinate client engagement activities for the department both on site and in the community

REQUIREMENTS & QUALIFICATIONS:

- BA/B.S.W or B.Ed in Adult Education plus four years work experience with adults living with mental health and substance use, including at least one year in a case management position, or a combined equivalent of education and experience.
- 2 years of supervisory experience with volunteers, Peers or individuals with lived experience.
- Demonstrated leadership skills and experience working on a multidisciplinary team
- Experience with and commitment to harm reduction.
- Evidence of program development knowledge and experience
- Superior group facilitation skills and proven experience developing curriculum/workshop content
- Demonstrated work experience with substance use and homelessness.
- Proven knowledge and skills in assessment, counseling and case management
- Demonstrated computer skills. Experience with case management data base entry a requirement.
- Familiarity with Catalyst and the administration of the ADAT screening tools is an asset

To apply, submit your resume with "TNG2025-145" 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