

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# TNG2025-188

POSITION TITLE: Team Lead- SafeSpot- Winter Support (4 Positions)	
DEPARTMENT: Urban Health and Homelessness Services	STATUS: Contract Full-Time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATES: ASAP until March 7, 2026
REPORT TO: SafeSpot Supervisor	SALARY RANGE: \$32.92
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: SafeSpot (formerly Shelter-Hotel Overdose Prevention Project-SHOPP) offers overdose prevention services for shelter residents who use drugs, opioid overdose reversal, creation of overdose prevention safety plans, distribution of harm reduction tools, and training with residents, shelter and security staff as necessary. The Team Lead-SafeSpot will work collaboratively with the Program Manager, Peer Program: Sheltering Sites Overdose Prevention Services, shelter-operators, and other partner agencies to establish and support peer driven overdose prevention initiatives at identified sheltering sites. The Team Lead-SafeSpot will assist in the identification, recruitment, training, scheduling, and supporting of peers to ensure quality and efficiency in the delivery of overdose prevention and response services for residents of shelters-hotels. The Team Lead-SafeSpot will uphold the philosophies of the Agency/peer program and follow all policies, procedures, and requirements. This position will be under the direction of, and reports to the SafeSpot Supervisor and the Manager, Community Peer Harm Reduction Programs and is part of CUPE Local 7797.

MAJOR DUTIES:

- Provide leadership and coaching for peers enrolled in the project from a non-judgmental, inclusionary and trauma-informed lens
- Engage with peer staff and residents to provide guidance with regards to harm reduction supports as needed
- Support members of the SafeSpot Peer Team to focus on ensuring a supported employment opportunity as a resident Peer Worker
- Develop, implement, and maintain, in collaboration with the Program Supervisor and Manager, administrative and evaluation tools for the Program. Coordinate financial matters (honoraria and petty cash) and report to Manager as required
- Participate in project coordination and community support meetings with Project partners and UHHS staff as directed
- Form and maintain positive relationships with community and systems partners
- Maintain accurate records and complete reporting required by funders and Manager including attendance records
- statistical reports, and other written documentation
- Evening and weekend work are required
- Lead SafeSpot Peer Team members in preventing and appropriately handling conflict, potential crises, and facilitating debriefing meetings as required
- Coordinate with Peer Team and Manager to ensure timely, accurate completion of project statistics
- Other duties as assigned

REQUIREMENTS & QUALIFICATIONS:

- Completion of post-secondary education in a relevant discipline and/or equivalent related experience
- Demonstrated experience with, and commitment to, harm reduction principles and practice
- Demonstrated leadership skills and experience working on a multidisciplinary team
- Recent, extensive experience working with marginalized populations including homeless adults, people who use substances, and people who identify as living with mental health issues
- Proven knowledge in the areas of substance use, mental health, peer support, harm reduction, overdose prevention and response, and homelessness
- Excellent communication, initiative, judgment, and problem-solving skills
- Demonstrated organizational and time management skills
- Crisis prevention training and/or certification and experience in crisis prevention and de-escalation or willingness to learn
- Experience in program development, implementation, and evaluation is an asset
- Strong written and verbal communication skills
- Proficient and confident in basic skills in office computing including Microsoft Word
- Working knowledge of Excel is an asset
- Ability to work in dynamic, community-based settings with marginalized populations

To apply, submit your resume with "TNG2025-188" 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