

*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

2023 Ongoing

<b>POSITION TITLE:</b> Relief Community Programs Worker	<b>STATUS:</b> Relief, CUPE 7797
<b>DEPARTMENT:</b> Community Dinner and Food Bank	<b>CONTRACT DATES:</b> n/a
<b># HRS / WEEK:</b> Varies. No guarantee of Hours	<b>HOURLY RATE:</b> \$27.48
<b>REPORT TO:</b> Senior Manager Community Development and Women's Programs	

**GENERAL DESCRIPTION:** The Relief Community Programs Worker works with vulnerable and marginalized people including newcomers, those living in poverty, families and people experiencing multiple barriers to increase food security, well-being and access to resources. Supports include the delivery of a food bank, preparation and facilitation of community meals, food distribution and connection to resources and supports. The position will co-ordinate existing food bank and community meal programs to meet specific cultural needs in the areas of Taylor-Massey Oakridge. This position reports to the Senior Manager, Community Development and Women's Programs and is part of **CUPE 7797**.

### MAJOR DUTIES:

- Outreach to isolated communities to determine target populations and respond to needs
- Plan, shop for, prepare and deliver a weekly community dinner complying to health and safety as stipulated by safe food handling protocols for approximately 200 clients using volunteer resources and adhering to program budget
- Supervise, train, monitor, coordinate and schedule a team of volunteers and peer workers
- Provide short-term supports, one on one check-ins and conflict resolution when necessary
- Maintain client confidentiality and adhere to TNGCS policies and procedures
- Maintain current knowledge of community resources, social and health fields
- Accurately collect, record and report donations received from programs and submit monies and records
- Compile, record, and report stats and develop volunteer schedules using a computer database
- Administer petty cash and keep accurate records
- Perform other duties appropriate to the position as required

### REQUIREMENTS & QUALIFICATIONS:

- A diploma or degree, preferably in human services, or equivalent combination of education, training and practical experience in newcomer, food security and community development services working with vulnerable people
- A minimum of 2 years' experience in the settlement and/or community development work sectors
- Valid Food Handler's Certification
- Understanding of, and sensitivity to issues affecting people from diverse immigrant communities
- Ability to purchase, prepare, cook and safely deliver nutritious, delicious culturally appropriate meals
- Knowledge of Canada's Food Guide and resources for health and wellness
- Excellent interpersonal and communication skills (oral and written)
- Proven conflict resolution, intervention and de-escalation techniques
- Cultural competence and proven ability to work serving diverse ethno-cultural communities
- The ability to work independently with minimal supervision ensuring safety of clients and volunteers
- Knowledge of community resources and services in Toronto
- Physical strength to undertake frequent moderate to heavy lifting, walking, bending, stretching and pulling
- Competency using computer and data base programs
- A valid Ontario Driver's License and access to a vehicle
- A satisfactory vulnerable sector check is required

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