TNG Community Services

CENTRAL NEIGHBOURHOOD HOUSE
NEIGHBOURHOOD LINK
ST. STEPHEN'S COMMUNITY HOUSE

GREATER TORONTO'S TOP 2026 EMPLOYERS

ASPIRE to Excellence® carf CANADA ACCREDITED

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# TNG2026-181

POSITION TITLE: Coordinator, Peer Program: Sheltering Sites Overdose Prevention Services	
DEPARTMENT: Urban Health and Homelessness Services	**STATUS**: Regular Full-Time, CUPE 7797
# HRS / WEEK: 35	**CONTRACT DATE:** n/a
REPORT TO: Manager, Community Peer Harm Reduction Programs	**HOURLY RATE:** $34.03
EXTERNAL POSTING DATE: posted until filled	

GENERAL DESCRIPTION: The Coordinator will work collaboratively with a team of Harm Reduction Workers and shelter site operators, to establish and support robust peer support initiatives at identified sheltering sites. The Coordinator will assist in the identification, recruitment, training and support of resident peer workers who will work at each site to provide overdose prevention and other harm reduction supports. 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 peer training sessions and peer work activities, jointly with site operators and the harm reduction team

MAJOR DUTIES:

- Work collaboratively with site operators and the collective to identify priority sites, recruit, train and support resident peers
- Work with partners to facilitate a condensed version of the TNG peer training program
- Provide leadership and supervision for peers enrolled in the program while in training
- Develop, in collaboration with the Manager and collective, all administrative and evaluation tools for the program
- Work with the Manager to adjust resident assessment and intake tools and procedures from established TNG procedures
- Coordinate financial matters (honoraria and timecard submission) and report to Manager as required
- Provide one-to-one assistance, support and life skills education to resident peers while in training
- Work with resident peers to identify and achieve self-identified goals and complete detailed assessment, support planning and advocacy
- Provide transitional support upon graduation from Peer Training program with focus on stability and supported employment as a Resident Peer Worker
- Form positive relationships with community and system partners
- Facilitate TNG's Supervising and Working Alongside Peer Staff training curriculum for site operators
- Work collaboratively with program partners and the collective to build the sectors capacity to support quality peer programs within sheltering sites
- Connect clients with supports in the community that will help them achieve and maintain their self-identified goals
- Maintain accurate records and complete reporting required by funders and supervisor.
- Ensure timely, accurate completion of all program statistics
- Take part in research activities as required for the project.
- Regularly report to the collective and other stakeholders on program outcomes, challenges and success.
- Directly assist the Manager with program management as requested.

REQUIREMENTS & QUALIFICATIONS:

- BA/B.S.W or B.Ed in Adult Education plus three years' work experience with adults living with mental health and substance use issues, including at least one year in a case management position, or a combined equivalent of education and experience.
- 2 years` supervisory experience with volunteers, peers or individuals with lived experience.
- Demonstrated experience with and commitment to harm reduction principles and practices
- Demonstrated leadership skills and experience working on a multidisciplinary team
- Recent extensive experience with marginalized populations including homeless adults and those with substance use and mental health issues
- Superior group facilitation skills and proven experience developing curriculum/workshop content
- Proven knowledge of the areas of substance use, mental health, harm reduction and homelessness
- Excellent communication, initiative, judgment, and problem-solving skills
- Demonstrated organizational and time management skills
- Crisis prevention training
- Excellent skills in office computing and health-related MIS database systems. Familiarity with catalyst and the administration of OCAN and GAIN is an asset.

To apply, submit your resume with "TNG2026-181" 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