TNG Community Services | CENTRAL NEIGHBOURHOOD HOUSE, NEIGHBOURHOOD LINK, ST. STEPHEN'S COMMUNITY HOUSE

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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# TNG2026-193

POSITION TITLE: Team Lead, In Motion & Momentum +	
DEPARTMENT: Employment Services	**STATUS**: Contract Full-Time, CUPE 7797
# HRS / WEEK: 35	**CONTRACT DATE:** N/A
REPORT TO: Manager, Youth Employment & Special Initiatives	**HOURLY RATE:** $32.92
EXTERNAL POSTING DATE: posted until filled	

GENERAL DESCRIPTION: The In Motion & Momentum+ (IM&M+) program supports individuals receiving social assistance who face multiple barriers to employment by helping them build confidence, motivation, resilience and the skills needed to move forward toward their personal, educational and employment goals. The Team Lead will be responsible for the planning, coordination, delivery and evaluation of IM&M+ cohort(s) of 12 participants referred through Toronto Employment & Social Services (TESS), in partnership with WCG. The program will be delivered at TNGCS's Bathurst location.

MAJOR DUTIES:

- Oversee the planning, coordination, implementation and delivery of the IM&M+ program, ensuring that participant intake, enrolment, attendance, program completion, evaluation and other established deliverables are met and that a high quality of service is provided to all participants.
- Work collaboratively with WCG and TESS to coordinate participant referrals, recruitment and intake activities.
- Plan, coordinate, and facilitate the program, ensuring all sessions are delivered in accordance with the established curriculum, facilitation methodology, program standards and delivery guidelines.
- Provide individualized encouragement, coaching and support to participants, help identify personal strengths, goals, action plans and next steps toward employment, education, or other meaningful activities.
- Identify participant barriers and support needs, making appropriate referrals.
- Coordinate and support the delivery of a participant orientation session prior to the start of the program and an alumni meet-up following completion of the program.
- Administer and complete all required participant assessments, evaluations, surveys and other program measurement tools in accordance with IM&M+ and WCG requirements.
- Ensure that all aspects of program delivery adhere to IM&M+ curriculum standards, WCG service requirements, program guidelines and TNG policies and procedures.
- Maintain accurate and up-to-date records of participant attendance, stipends, financial supports and program expenditures, ensuring that all required documentation, approvals and financial reconciliation processes are completed in accordance with WCG and TNG requirements.
- Maintain participant files ensuring compliance with confidentiality, privacy and audit requirements.
- Ensure the timely and accurate completion and submission of all required program documentation.
- Maintain regular communication with WCG and TNG management. Participate in meetings as required.
- Other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

- Post secondary diploma in a relevant discipline, preferably Career Counselling, Social Work, or Human Resources and two years of team lead/program coordination experience and leading an employment service team or combined equivalent of education and experience
- Five years' experience in employment advising, job coaching, or job developing, or combined equivalent of education and experience and recent and valid certification in In Motion & Momentum+ programming
- Excellent leadership skills and strong ability to lead in a team using a solution-focused approach
- Experience supporting job seekers who are distant from the labour market in achieving their employment goals
- Ability to achieve program goals/targets including planning ahead for contingencies and identifying solutions
- Strong computer skills (Microsoft Office Suite, Salesforce, search engines, online communication methods)
- Persuasive verbal, written, and presentation skills. Second language relevant to the community is an asset
- Skilled in developing and facilitating tailored employment, life skills and career advancement curriculum
- A current police reference check is required, which may include a vulnerable sector check

To apply, submit your resume with "TNG2026-193" 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, colour, 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. This posting is for an existing vacancy.