

**Date:** April 23, 2021

**Position:** Community and Social Service Worker (3 Vacancies)

**Salary:** \$14.25 - Funded by the Government of Canada's Summer Jobs Program anyone between the ages of 15-30 can apply

**Hours:** Temporary Full Time 37.5 hours per week (4 Month Contract with possibility of a 4 month extension) Starting May 10,2021

**Location:** Mix of remote and in person depending on Public Health guidelines

**Reports to:** Executive Director, Neighbourlink North York

**About Us:** NeighbourLink North York is a charitable organization located in Willowdale, North York. Our mission is to engage and empower neighbours to care for each other in practical, relational and sustainable ways that gives everyone the opportunity to live out their potential. As a locally based Christian community development organization, we believe transformation happens when we work together as neighbours to address the gaps and needs around us, including poverty and social isolation.

**Position Summary:** The Community and Social Service Worker is at the heart of what we do at Neighbourlink North York. The Community Worker will work with marginalized youths and adults in a drop-in setting, small group settings, and one-on-ones with a mentor community worker; supporting and encouraging them as they make choices to move to healthier lifestyles.

**Details:** The Community and Social Service Worker will be primarily responsible for:

- Assisting with program planning and delivery to meet the needs of youths and adults in consultation with community members, stakeholders and staff
- Helping to develop programs, special events and projects fostering effective opportunities for community members to improve their quality of life, building relationships with community members that create confidence and trust and challenge Individuals to seek their full potential
- Providing administrative support to programs; helping to organize reports, community member files, and committee minutes
- Providing administrative support to volunteer management; helping to recruit, screen, and train volunteers
- Assisting with the facilitation of life skills training and leadership development in person and virtually

- Assisting in creating flyers, posters, calendars, etc.
- Attending team and staff meetings; connect with other agencies and government organizations and network in the community to keep abreast of resources and current trends
- Maintaining accurate and timely program records, budgets, statistics and reports
- Advocating for and with adults; accompaniment visits to community and health related appointments

#### **COVID-19 Requirements:**

- The role involves being onsite (as required), with virtual work for the remainder of the time
- COVID onsite safety requirements include twice daily self-screening and wearing a mask.
- Ensuring COVID safety protocols are followed. This may include light cleaning and disinfection
- Contact tracing procedures are followed when visiting clients

#### **Qualifications:**

- Post-secondary education in the social service field or equivalent experience
- Some drop-in, service/program delivery experience with including street involved, socially isolated adults living with poverty
- Enthusiasm for creative transformative community programs
- Ability to work as a team with staff, student interns and volunteers
- Effective English written and oral communication skills and computer literacy; other language skills a definite asset
- Proficiency in Google Suite is required
- Good interpersonal skills; conflict resolution skills; a self-starter
- Organizational and administrative skills
- Ability to work some evenings and the occasional weekend
- Police Vulnerable Sector Screening will be required
- Preference to applicants living in the North York community

#### **Deadline to Apply:** April 30, 2021

To apply for this exciting opportunity to work with an incredible team, please send your resume to: [lily@neighbourlink.org](mailto:lily@neighbourlink.org) and include “Summer Student - Community Worker” and your name in the subject line. Neighbourlink North York is committed to fostering a respectful and inclusive environment. As we are currently working in a hyper local capacity, preference will be given to people that reside in the Willowdale, North York neighbourhood. This job will require Vulnerable Sector Screening or a Police Check due to the nature of our programming. While we thank all applicants for their interest, only those selected for interviews will be contacted.