

Community and Social Services Worker – Job Posting Simcoe

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking a **Community and Social Services Worker on a full-time contract to join our team for 8 weeks under the Canada Summer Jobs Program**. TNO is a great place to work and we make a difference in the communities we serve.

You can apply to this position if you are interested in Community Services and Social Services field. Applicants must be between the ages of **15 and 30**, a **Canadian citizen**, a **permanent resident**, or a **refugee** for the duration of the employment period **under the Immigration and Refugee Protection Act**, and have a **valid Social Insurance Number** at the time of employment as well as be **legally entitled to work in Canada** in accordance with applicable provincial legislation.

Reporting to the Program Manager, you will assist in following tasks:

- Client registration, assessment and connection to services.
- Prepare outreach and promotional materials (e.g. flyers, content for social media).
- Outreach to community and service providers for programs/events and workshops.
- Assisting with volunteer support for events and programs (e.g. support volunteer recruitment).
- Assisting with data collection, and entry (e.g. administering surveys, entering in data, writing up descriptions).
- Minute-taking and preparing summary reports - Facilitating groups/ presentations and workshops with the support of staff.
- Printing and Promotion of Multi-lingual Resource Materials.
- Actively participate in Service Providers Network and Subcommittees.
- Show respect to others and encourage respect and cooperation in an inclusive environment
Act as encouraging role model/mentor to program participants.

Vaccination Requirement – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

Screening Requirement – A valid and clear Vulnerable Sector Check (VSC) is required for this position. The VSC must have been issued within six (6) months prior to the employee's start date, and must be provided prior to the commencement of employment



Job Type: Full-time Contract position for 8 weeks

Number of people required: 1

Location: TNO Simcoe

Schedule: July 6 to August 29, Monday to Friday, 9 a.m. to 5 p.m. (35 hours per week) – Some evenings and weekends may be required depending on the program or department needs

Rate of Pay: \$16.60-\$17.60 per hour

Benefits:

- Capacity building and networking with our staff and partners
- Social activities organized by the organization
- Public transportation nearby
- Free parking in certain locations

Application Process: Please submit your resume by email with “Community Social Services Worker Simcoe- Canada Summer Jobs” in the subject line to recruitment@tno-toronto.org. We thank all the applicants for their interest, but only those selected for further consideration will be contacted.

TNO is committed to employment equity initiatives. We people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Please let us know if you require accommodation at any stage of the recruitment process. We thank all applicants for their interest, but only those selected for further consideration will be contacted.