



**NEIGHBOURHOOD
HOUSE**

Formerly St. Christopher House

Internal Job Posting

Community Drop-In Worker, Parkdale Meeting Place

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Parkdale Meeting Place is a program in Parkdale, which offers a safe and supportive environment to the isolated, elderly, low-income, homeless and marginally housed adults and individuals living with issues related to mental health and addiction issues. As a part of the Parkdale Meeting Place team, you will be required to:

RESPONSIBILITIES

- assist in the safe, comfortable operation of the Parkdale Meeting Place through work with the staff team, resolve conflicts or crises between members;
- assist in snack and food preparation, maintenance and storage of food;
- develop and facilitate groups which strengthens the sense of community within the member population;
- facilitate member involvement in special events using creative media and popular education techniques in topics relevant to the lives of members;
- encourage member participation in program development;
- provide information, referral, support and advocacy for members wanting to access social assistance, health, legal assistance, housing, addiction treatment and other systems;
- assist in the maintenance of daily records and statistics, purchase of supplies, financial and written requirements, team meetings;
- assist in the development, implementation and evaluation of new program ideas which foster a sense of community within the participant group;
- participate on other activities as required.

QUALIFICATIONS

- 1 to 2 years of experience in front-line community work in a drop-in or similar setting working with marginalised populations;
- excellent knowledge of types of issues faced by less advantaged adults in Parkdale including: discrimination, homelessness, social isolation, poverty, mental health issues and addictions;
- experience in facilitating small groups;
- experience in crisis intervention, conflict resolution, life skills coaching and advocacy;
- strong organizational, communication and interpersonal skills;
- knowledge of the community-based services available in Toronto;
- ability to work evenings.

West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

A United Way Member Agency



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Status: Permanent Part Time
Start Date: ASAP
Hours: 10 hours per week
Wednesday & Thursday evenings (4:00 p.m. – 9:00 p.m.)
Rate: \$23.27 per hour
Unit: Adult Community Programs
Immediate Supervisor: Team Leader, Parkdale Meeting Place
Posting Date: March 5, 2019
Closing Date: March 12, 2019
Note: West Neighbourhood House provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Please reply in writing by 5:00 pm on the closing date to:

Director, Adult Community Programs
West Neighbourhood House
1033 King St. W.
Toronto ON
M6K 3N3
lambrinani@westnh.org

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