



NEIGHBOURHOOD  
HOUSE

Formerly St. Christopher House

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## Internal Job Posting

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### Community Drop-In Worker, Meeting Place and 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 Meeting Place exists to rebuild healthy community by working with adults who experience poverty, social isolation or who have been excluded from meaningful participation in society, and to challenge broader society in order to transform conditions which create and maintain poverty and homelessness. The Parkdale Meeting Place is an evening 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 Meeting Place and Parkdale Meeting Place teams, you will be required to:

#### RESPONSIBILITIES

- Ensure the welcoming, safe and comfortable operation of the Meeting Place and Parkdale Meeting Place drop-ins through strong and collaborative teamwork;
- Address and resolve conflicts and crises in the drop-in and amongst members in collaboration with the staff team;
- Assist in snack and food preparation, maintenance and storage of food;
- Assist with facilitating member involvement in programming and special events
- Work in and contribute to the life of each staff team through active participation in staff meetings, debriefings, program events and assemblies;
- Assist in the maintenance of daily drop-in records and statistics;
- Assist in the development, implementation and evaluation of new program ideas;
- Participate as a member of the Adult Community Programs Unit in appropriate West Neighbourhood House staff meetings, workshops and cross-agency initiatives;
- Encourage member participation in program development;
- Participate on other activities as required.

#### QUALIFICATIONS

- 1 to 2 years of Peer experience in front-line community work in a drop-in or similar setting working with marginalised populations;
- Strong knowledge of types of issues faced by less advantaged adults including discrimination, homelessness, social isolation, poverty, mental health issues and addictions;
- Good understanding of anti-oppression and anti-discrimination work, with practical experience;
- Experience in assisting with small groups;

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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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- Experience in crisis intervention, conflict resolution, life skills coaching;
- Experience working with diverse multi-racial communities;
- Good understanding of harm reduction practices;
- Possess strong interpersonal, communication and organizational skills;
- Knowledge of the community-based services available in Toronto;
- Ability to work evenings and Saturdays.

**Status:** Full Time (Bargaining Unit Position)  
**Start Date:** ASAP  
**Hours:** 35 hours per week  
Monday, Friday & Saturday 9:00 a.m. – 5:00 p.m. Wednesday & Thursday 1:00 p.m. – 9:00 p.m.  
**Rate:** \$23.39 per hour  
**Unit:** Adult Community Programs  
**Immediate Supervisors:** Community Engagement Lead, Meeting Place  
Team Leader, Parkdale Meeting Place  
**Posting Date:** April 10, 2019  
**Closing Date:** April 17, 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:**

Community Engagement Lead  
West Neighbourhood House  
1033 King St. W.  
Toronto ON  
M6K 3N3  
[patriciael@westnh.org](mailto:patriciael@westnh.org)