

### **COMMUNITY PROGRAMS LEAD (The Meeting Place Drop In)**

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

The Meeting Place Drop-in is a program of West NH, which offers a welcoming, and accessible community space to street involved and precariously housed adults, many of whom are living with mental health and/or substance use issues.

**West NH is actively seeking applications from all Indigenous communities, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West NH programs, or related programming from similar organizations, are also strongly encouraged to apply. Due to a high percentage of Indigenous peoples participating in the Meeting Place preference will be given to Indigenous applicants.**

**West NH will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### **RESPONSIBILITIES:**

- Working with the Manager of the Meeting Place, provide leadership and support for the drop-in program.
- In collaboration with the drop-in team, provide a safe and welcoming, low-barrier space with inclusive and interactive activities that promote social cohesion and togetherness.
- Engage with members experiencing or at risk of homelessness, listening and providing information and referrals to support their goals and hopes.
- Participate in community-based networks to plan joint programming and advocacy related to the issues faced by low-income and homeless adults and of urban Indigenous people using the Meeting Place.
- Conduct community outreach to identify and engage diverse people experiencing deep poverty and social isolation.
- Develop, implement monitor, and regularly report program initiatives and outcomes.
- Maintain and ensure quality control over program documentation, statistics, and electronic database records.

### QUALIFICATIONS:

- B.S.W. or equivalent education and training related to social services and community development, including training in trauma-informed service, crisis intervention, harm reduction, conflict resolution and restorative justice.
- Demonstrated knowledge, understanding and analysis of the history, cultural strengths, and challenges of Indigenous peoples. Completion of an Indigenous Cultural Safety course is an asset.
- Minimum 1 year experience in front-line community work with low-income and homeless people. Ability and commitment to work within an anti-oppressive and anti-racist framework.
- Ability to develop and implement culturally specific programming and ceremonies for Indigenous adults is a strong asset for Indigenous applicants.
- Demonstrated experience with individual client and systemic advocacy.
- Strong communication, interpersonal and teamwork skills.
- Computer literacy skills and ability to be trained in and regularly utilize data collection software.
- Knowledge of a second language relevant for the catchment area is an asset.
- Ability to work Saturdays on a rotation as well as some evenings as needed.

**Status:** Permanent Full Time (Bargaining Unit Position)  
**Start Date:** ASAP  
**Hours:** 35 hours per week  
**Rate:** \$25.44 per hour (4 weeks vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)  
**Unit:** Adult Community Programs  
**Immediate Supervisor:** Team Leader, Community Programs  
**Posting Date:** August 31, 2022  
**Closing Date:** September 14, 2022  
**Note:** **All West Neighbourhood House employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy.**

**Please submit your resume by 5:00 p.m. on the closing date to:**

Hiring Committee  
588 Queen St W  
Toronto, Ontario  
M6J 1E3  
[jobs@westnh.org](mailto:jobs@westnh.org)