

## External Job Posting

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### **Newcomer Youth Settlement Worker**

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.

Working as a member of a team, the Newcomer Youth Settlement Worker facilitates cross cultural sharing, skill acquisition, integration and settlement by working with both newcomer youth (13-24) and a range of volunteers.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House 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 volunteer mentors, support, facilitate and monitor a range of online and in-person educational and social-recreational group activities and mentorships for newcomer youth (13-24).
- Participate in recruiting, training and orienting volunteers, matching newcomer youth to appropriate volunteers, as well as provide ongoing support to volunteers.
- Provide information and referral services, individual supports, group activities and youth leadership development as appropriate at a variety of locations including online and in the community.
- Conduct outreach strategies, including social media and local relationship-building, to promote awareness of the program for newcomer youth and newcomer families, to recruit volunteers, and to educate the public about the settlement issues faced by youth.
- Maintain up-to-date knowledge of community resources and initiatives, especially related to settlement, drug prevention/use, housing, social assistance, employment, education, healthy sexuality, and recreation.
- Represent the program and West Neighbourhood House as appropriate with parents, community groups and networks, local schools, community groups, program partnerships service coordination and community development initiatives.
- Encourage and promote the involvement of participants in program planning and evaluation.
- Participate in program and activity planning, development and the evaluation of all aspects of program delivery as appropriate.
- Knowledge of the iCARE Reporting System and Microsoft Excel an asset in order to track activities as required by the funder. Report trends and provides accurate reporting to team leader, program coordinator and West Neighbourhood House.

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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.

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- Communicate well and work effectively as a member of the Newcomer Youth Program team, program coordinator and the larger Immigrant and Refugee Services Program team and the Children and Youth team.
- Participate as a member of the House, including in-House committees, initiatives and activities as required; develop cross-program initiatives, especially in youth programming; provide other related functions as required.

### Qualifications:

- Post-secondary education in a settlement or social service-related field or at least two years of relevant training.
- Previous relevant experience in youth services and settlement services.
- Oral and written fluency in English as well as a second language relevant to the community we serve.
- In-depth knowledge of newcomer, immigrant and refugee youth and their respective strengths and needs.
- Strong knowledge of and experience in youth services, including knowledge of resources available to newcomer youth, innovative and creative approaches to including youth of different communities and to deliver effective programming.
- Experience providing information and referral, individual supports, group work, supporting volunteers, and program promotion.
- Strong knowledge of social media use, including analytics and best practices.
- Experience and comfort facilitating group activities/sessions and workshops for newcomer youth online and in-person.
- Knowledge of and experience working within an anti-oppression framework.
- Strong cross-cultural communication, interpersonal communication and relationship-building skills in working with participants, volunteers, community organizations, partner agencies and the community at large.
- Strong ability to work effectively as a team member and be accountable.
- Initiative to problem-solve and complete tasks in a timely manner.
- Ability to use databases, spreadsheets and word processing software in a Windows environment with knowledge of the iCARE system an asset.
- Ability to work evenings regularly and weekends on ad hoc basis.

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| <b>Status:</b>               | Permanent, Full-time  |
| <b>Start Date:</b>           | As soon as possible   |
| <b>Hours:</b>                | 35 hours per week (including evenings and weekends)   |
| <b>Rate:</b>                 | \$25.19 per hour (4 weeks vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months) |
| <b>Unit:</b>                 | Family and Newcomer Programs  |
| <b>Immediate Supervisor:</b> | Coordinator, Immigrant and Refugee Services   |
| <b>Posting Date:</b>         | November 18, 2021   |
| <b>Closing Date:</b>         | December 2, 2021  |

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**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 reply in writing by 5:00 p.m. on the closing date to:**

Hiring Committee  
1497 Queen St. W. Unit 103  
Toronto, ON  
M9R 1A3  
[jobs@westnh.org](mailto:jobs@westnh.org)