



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

**Community Outreach Coordinator
1 -Full Time 3 Year Contract Position (35 hrs/wk)**

The Lawrence East Partnership Program is a comprehensive and collaborative support service for residents who are vulnerable and have complex needs living in two Toronto Community Housing buildings, 4175 and 4205 Lawrence Avenue East in Scarborough.

Using a hub model of service, this position will be a part of a multi-disciplinary team who will work together to ensure that skill enhancement and services are in place for residents to maintain their housing and to improve their physical, mental health, and substance use challenges.

Reporting To: Community Supports Manager

Department: Community Supports

Scope and Accountability:

The Community Outreach Coordinator is a key member of the outreach team in two Toronto Community Housing buildings in West Hill. They will be responsible for coordinating outreach and engagement initiatives for residents and developing new programming to address socially isolated tenants. The Community Outreach Coordinator, in collaboration with their team members, will also develop and oversee a process for tenant engagement and the creation of a resident advisory committee.

In addition to this oversight, the Community Outreach Coordinator will pursue partnerships with both internal and external parties in order to provide this community with learning opportunities, recreational programming and capacity building for residents who wish to grow their leadership potential.

The Community Outreach Coordinator will also participate in the development and execution of program evaluation, quality improvement initiatives and contribute to both qualitative and quantitative report writing and funding submissions.

Key areas of responsibility:

- Oversight of outreach team, planning and initiatives related to resident engagement, programming and the resident advisory committee.
- Coordinate outreach activities including focus groups, door-knocking, lobby intercepts, town halls and interviews in order to gather residents input.
- Support the manager with program evaluations, funding applications and statistical reporting.

- Analyze data collected through feedback and evaluation to adjust program delivery and identify resources as required.
- Identify and pursue internal and external partnerships in order to contribute and/or deliver onsite programming for residents.
- Develop and implement pilot programs and workshops in response to outreach data.
- Develop and utilize evaluation methods to assess program impact on participants
- Gather and enter statistical data into ERMs as required
- Participate in organizational committees and appropriate community committees
- Perform other duties as assigned that are reasonable within the scope of the job

Educational and/or Professional Qualifications:

- Demonstrated knowledge, skills and abilities in social service work either attained from a degree or diploma from an accredited university or college program or through an equivalent level of experience
- Demonstrated training, knowledge and experience supporting individuals with mental health and addictions issues
- Demonstrated training and experience facilitating meetings/groups with adults
- Training in crisis intervention strategies (i.e. CPI)

Level of Experience:

- Two years of experience working with marginalized populations using a community development model including meaningful outreach and engagement experience.
- Two years of experience working directly in a community setting (West Hill, KGO an asset).
- Two years of experience working with vulnerable populations including those with mental health and addiction challenges.
- Demonstrated experience with program monitoring and evaluation methods.
- Demonstrated experience with data collection and statistical reporting.

Skills and Attributes:

- Demonstrated report writing and statistical data collection for purpose of program evaluation and reporting.
- Ability to facilitate meetings with community members is mandatory.
- Knowledge of and demonstrated experience working in a participant engagement and/or community development model.
- Demonstrated experience initiating and maintaining effective partnerships.
- Knowledge and understanding of low income and/or vulnerable populations in the West Hill/KGO community and complex needs of residents preferred.
- Effective skills in conflict resolution, mediation and crisis management.
- Strong communication, verbal, listening and writing skills.
- Sensitivity to and awareness of cultural, racial and socio-economic diversity within the community particularly around mental health and addiction challenges.
- Skills in program development, implementation, monitoring and evaluation.
- Proficiency in the use of computers and various software applications
- Proficiency reading and writing a second language is an asset.

Significant Working Conditions:

- Comfortable working alone in the community with minimal supervision

- Working in Toronto Community Housing buildings outside regular office hours
- Working environment may include common spaces or residents homes which may not be smoke-free, may have pets or pests
- Travel between two sites will be required for this position (1 block apart)

Remuneration: \$23.54-26.57

Pay Band: H

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please apply in confidence by emailing a current resume to the attention of the HR Department at hr@schcontario.ca Friday September 18th, 2020.

Note: Please quote ORCORD in the subject line.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

For more information about our programs and services, please visit our website at www.schcontario.ca.