



## Malvern Family Resource Centre

90 Littles Road, Scarborough, ON M1B 5E2

☎(416) 284-4184 ★ Fax 416-293-1997

Website: [www.mfrc.org](http://www.mfrc.org) ★ Email: [mail@mfrc.org](mailto:mail@mfrc.org)

### **COMMUNITY SETTLEMENT SUPPORT WORKER (FRENCH SPEAKING)** **JOB POSTING**

**Position: Outreach & Information Facilitator (French Speaking)**

**Department: Newcomer & Settlement**

#### **Summary:**

Develop and implement programming that supports the needs of newcomer adults and their families, including one-on-one case management

#### **Responsibilities:**

##### **Administration**

- Keep daily statistics on program attendance ensuring that all targets are met as set out by funders and supervisor
- Attend workshops and meetings as a representative of Malvern Family Resource Centre including participation on agency committees (e.g. volunteer and program)
- Ensure the implementation of the Centre's policies and procedures
- Provide written reports as required
- Report regularly on achievement of deliverables with respect to funded settlement activities
- Other duties as assigned

##### **Outreach**

- Develop and implement outreach activities for newcomers and their families in the community alongside the development of a comprehensive outreach plan
- Liaise, and network with local schools, community agencies, and other institutions/stakeholders in the north-east Scarborough to promote programs and seek referrals
- Develop strategies to connect with hard-to-reach clients including isolated or at-risk newcomer and refugee adults and families
- Provide information on community resources available for newcomers
- Participate in any relevant newcomer-related committees and networks with supervisor approval
- Connect newcomers to additional community services, educational opportunities, employment services, and other community resources

##### **Program Planning, Delivery and Facilitation**

- Develop culturally appropriate programming that meets the needs of targeted groups of newcomers in north-east Scarborough
- Develop peer mentorship programming and opportunities for volunteerism among newcomers
- Conduct Information and Orientation workshops and group sessions
- Support overall transition, resilience and integration of newcomers and their families



**United Way**  
Greater Toronto

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

**"Strengthening Families is Our Business"**

- Develop any other appropriate programs, workshops and other educational activities in collaboration with team and other departments that can meet the needs of the client group(s)
- Ensure programming reaches participation targets as set by supervisor and external funding agreements
- Implement group-based programming at the Centre or at various satellite locations across the community
- Support and encourage systems navigation and skills development of participants through discussions and workshops
- Collaborate with other agency staff regarding intake and referral
- Conduct ongoing program and participant satisfaction as well as other evaluation

**Necessary Skills/Qualifications:**

- A minimum of 2 years of experience or education in social services, newcomer and settlement services, and/or community development
- Proficiency in any one or more of the following languages: French, Tagalog, Mandarin/Cantonese
- Consistently models and inspires high levels of integrity in speech and actions
- Excellent interpersonal and conflict resolution skills
- Effective verbal and written communication skills
- Experience in program development and implementation
- Demonstrated ability to work in a team setting
- Strong ability to work with and relate to diverse groups
- Good working knowledge of computers and appropriate software
- Valid Driver's License with access to a car an asset
- Commitment to anti-racism and non-discrimination practices
- Demonstrated ability to manage multiple deadlines
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Must be willing to work flexible hours including evening and weekend work.
- Ability to work effectively independently as well as in a leadership role on a team
- Criminal reference check is required
- Assists with other duties as required or as assigned

**Hours & Contract Length:**

This is a contract position until March 31<sup>st</sup>, 2022.

**Accountability:**

Position will report to the Newcomer & Settlement Program Coordinator within the Community & Family Programs and Services.

**Closing Date: Tuesday April 6th, 2021 at 5:00pm - Please send resume and cover letter by e-mail to [asemenuk@mfrc.org](mailto:asemenuk@mfrc.org) as one document with your name appearing 'First Name Last Name – Settlement Worker as the attached file name in .doc or .pdf format. No phone calls please!**

***Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at [aoda@mfrc.org](mailto:aoda@mfrc.org) (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)***

