



WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit www.woodgreen.org for more information.

Internal Candidates only may apply:	April 5 – 7, 2017
Job Posting Application Deadline	April 16, 2017 at 5 pm
Job Title:	Syrian Family Support Worker
Program & Unit:	Adult Settlement Services, Immigrant Services
Work Week:	34 hours/week
Salary Grid Level:	G8 - \$26.27/ hour
Employment Category:	Bargaining Unit – Contract – until March 31, 2018

Program Overview

WoodGreen Newcomer Services has helped newcomers, immigrants and refugees in East Toronto to settle, adjust and integrate into society during the past four decades. Funded by the three levels of government, WoodGreen Newcomer Services provides settlement services, language programs, job search services, employment bridging programs, mentorship program, networking activities, and social and recreational activities.

Position Summary

This position requires an individual with experience providing settlement services, parenting and children programs, and have comprehensive knowledge of community resources available to Syrian refugees. The individual is responsible for enhancing skills of Syrian refugees and their children in the areas of literacy and language, parent-children relationship, communication and social adjustment through a parent children learning together approach. This position will promote awareness of importance of literacy and encourage refugees to attend adult schools and English language classes. This position serves Syrian refugee parents and children individually or in a group setting and ensures that all program goals, statistics and outcomes are met.

Main Responsibilities:

- Provide one on one services to support Syrian refugee families with parenting related issues.
- Facilitate outreach activities to recruit program participants.
- Plan and facilitate workshops on parenting, social and networking events for Syrian refugee parents.
- Develop and deliver activities for both parents and children under 12 including book clubs, toys program, language to literacy workshops, arts and sport clubs.
- Coordinate peer kid mentorship matches, and volunteering activities for Syrian refugee families.
- Work closely with Elementary schools to offer homework clubs for Syrian refugee children under 12
- Collaborate with other team members and other representatives from other agencies to offer programs and services.
- Advocate for clients and their family members.
- Ensure that promotional materials are created, updated and distributed, and outreach activities are conducted as planned.
- Work with other WoodGreen staff to ensure on-going collaboration and co-ordination within the organization.
- Keep accurate, up-to-date records, including statistical data, orderly case files and complete reports, and enter data to relevant data management systems as required by WoodGreen (CTMS).
- Meet the prescribed target for clients and related services.

- Perform other duties as may be assigned from time to time.

Required Education and Registration:

- Bachelor Degree in Social Work, Education or a related discipline

Preferred Qualifications:

- Minimum of two (2) years' experience in providing parenting/children and settlement services to immigrants and refugees.
- Fluency in Arabic is required.
- Understanding of models of parenting and family dynamics, and ability to translate this into family support work in a culturally sensitive way.
- Ability to identify Syrian refugee families having difficulty coping with parenting in a Canadian context, and provide practical assistance and supporting counseling.
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with staff, volunteers, agency partners, and clients who are both adults and children.
- Ability to work with schools and other community partners to effectively outreach to Syrian refugee families and jointly provide programs to support clients.
- Strong intake and assessment skills; demonstrated information and referral skills.
- Comprehensive knowledge of resources for parents in the City of Toronto including other settlement related resources.
- Demonstrated experience in workshop development and facilitation, case management, and ability to prepare quality progress notes and case documents.
- Strong English language skills both verbal and written with ability to communicate effectively.
- Demonstrated ability to work and cooperate in a team and cross team.
- Strong organizational/planning skills and team work skills.
- Ability to work some evenings and weekends, and also outdoors.
- Strong computer skills with knowledge of Windows 2000, MS Word and Internet.
- Ability to keep accurate, up-to-date records and enter data to relevant data management systems as required by WoodGreen (CTMS).

To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

WoodGreen employees ONLY – apply to hrjobs@woodgreen.org. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to imsjobs@woodgreen.org, Att: Amanda Choo

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.

WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.