



## Job description

**Position title:** Community Services Specialist

**Reporting to:** Manager, Employment Ontario Programs & Services

### Position Summary:

The Community Services Specialist conducts ongoing outreach of NEW's programs, provides clients with up to date community resources, and develops and enhances cross sectoral partnerships to ensure clients receive appropriate and accurate information.

The Community Services Specialist works collaboratively with the NEW's Employment programs and services, as well as community partners, to ensure clients receive wrap around services to support their life and work goals.

## Duties and Responsibilities

- Conduct outreach on behalf of NEW's programs;
- Provide information on training and employment opportunities, community service supports, occupational and training requirements and resources to support job search, career planning, and education, training and employment decisions;
- Provide group, community and one on one consultation/ information sessions with clients and community members, and refer internally and externally as appropriate;
- In coordination with the NEW's program teams, plans and coordinates employment and integration related activities and programs for groups of newcomer clients, stakeholders and community linkages;
- Coordinate the delivery of workshops with community partners and NEW's employment programs on a range of issues important for the community: health and wellness, post secondary education, etc;
- Maintain and update print and electronic materials in the NEW resource centre;

- Provide support for completing registrations; applications to access education, training programs and income support;
- Provides reception, translation, interpretation, as needed

## Qualifications

- This position requires an undergraduate degree in Social Service Work, Community Development, Social Work, or a combination of relevant education and work experience;
- Minimum 2 years front-line experience in community based work in one of the following areas: outreach, referrals, providing information and group facilitation, and one on one support to high needs clients;
- Experience working with low-income, multi-racial, multi-lingual newcomer/ immigrant communities;
- Ability to speak a second language is an asset

Salary: \$25/hr

Benefits commence after the successful completion of a 3 month probation period. This position is open to both internal and external candidates.

Please send résumé and cover letter to

[human\\_resources@newcomerwomen.org](mailto:human_resources@newcomerwomen.org) by **5 pm November 2, 2017**.

*No Phone Calls Please.*