

Job posting, External

Job title: Program Worker, Library Settlement Partnership
Classification: A, Short Term Project Worker
Compensation: \$27.01
Hours: 35 hours per week
Start / End Date: As soon as possible – March 31, 2023 with possibility of extension
Reports to: Manager, Employment Services

Posting Date: July 13, 2022
Reference Number: CLU-2022-22
Deadline to apply: July 20, 2022, 5pm Interviews will be scheduled as applications are received.

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number.

CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

Job Summary:

The Library Settlement Partnership Program Worker works out of Toronto Public Library branches to assist newcomer families and youth with their settlement needs and integration process. As part of the library settlement partnership, the worker provides needs assessment, referrals and follow-up support to clients, and information and orientation sessions to individuals and groups that help newcomers overcome settlement barriers and help the Toronto library system attract newcomers into the library system. The Program Worker plans, carries out and reports on program activities, with a particular focus on the needs of recently arrived Ukrainian refugees.

In-person work at one or more libraries will be required, depending on public health conditions. The Program Worker must also be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate in virtual programs using technology and online tools. Some work on Saturdays and on weekday evenings will be required.

Maintaining positive relationships with library administration and support staff and CultureLink colleagues is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide events.

Duties

- Review client background information, interview clients to obtain case history and prepare intake reports
- Assess clients' relevant skill strengths and needs
- Assist clients to sort out options and develop plans of action while providing necessary support and assistance
- Refer clients to other social services or assist clients in locating and utilizing community resources including legal, medical and financial assistance, housing, employment, transportation, day care and other services
- Meet with clients to assess their progress, give support and discuss any difficulties or problems
- Implement workshops and group activities
- Co-ordinate volunteers
- Maintain program statistics

Required Work Capacities

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting (files, laptop, and program supplies up to 5 kg); working in an open office
- Non-physical demands: travel between worksites; occasional deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional situations; working closely with the public, with clients and with colleagues
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

Qualifications

- Post-secondary program or degree in a field relevant to human services, or a combination of equivalent experience and education
- Three years of community work experience
- Strong oral and written communication skills in English
- Satisfactory Vulnerable Sector Screening within the past six months
- Facility using digital outreach tools and social media (i.e. Instagram, Facebook, Twitter)
- Competency in Word, Excel, Outlook, and Internet
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Fluency in Ukrainian a must