

JOB POSTING

# **Two (2) Community and Social Service Worker Summer Positions**

# **Jane-Trethewey and Lawrence Heights Sites**

# **35 hours per week for 8 weeks (July 4, 2023 to August 28, 2023) at $15.50 per hour**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison’s mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

# Reporting to the Urban Health Programs Manager, Unison is seeking to fill one Community and Social Service Worker summer position at our Jane-Trethway site, and another Community and Social Service worker summer position at our Lawrence Heights site.

# **Job Responsibilities:**

* Outreach to the community about *Unison Green Market, Seniors Online and other programs*.
* Support with relationship building with local residents, partners, and organizations to promote the programs.
* Able to lift 10-50 lbs of produce in bins and bags and able to stand for long periods of time. Set-up and take down of the market and manage line up, transport supplies, greet and direct participants.
* Facilitate digital literacy sessions with seniors in a group setting.
* Provide technical support to seniors one-on-one.
* Compile program data, such as daily market data and track attendance.
* Help collect feedback from participants.
* Attend team meetings, training and orientation.
* Ensure all health, safety, and security regulations are adhered to and required standards are met.
* Provide administrative support, such as update social media posts, data entry.
* Other duties as assigned.

**Job-Specific Qualifications:**

* Knowledgeable of the Jane-Trethewey and/or Lawrence Heights Communities
* Experience/knowledge working in a team environment
* Experience in customer service/ retail is an asset
* Courteous, friendly and informative
* Excellent verbal communication skills
* Flexible Availability (e.g., weekends, 8:30 am start) and ability to commit to shifts
* Excellent interpersonal skills, tact and diplomacy
* Able to exercise independent judgment and discretion in dealing with confidential matters
* Strong analytical and problem-solving skills in combination with the ability to multi-task and perform duties with minimal supervision
* Commitment to working cooperatively in a community-based setting as part of a multi-disciplinary team of staff, students, and volunteers
* Able to speak a second language such as Spanish, Portuguese would be an asset, but not required.

# **To qualify for this position under the Canada Summer Jobs Program, candidates must:**

* be between 15 and 30 years of age at the start of the employment.
* be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
* be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Interested candidates are asked to email a résumé with covering letter by Monday, June 5, 2023, 9:00 a.m. to:

Hiring Committee – Community and Social Service Worker, J.T and L.H. Summer Positions

Unison Health and Community Services

[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2023\_017 in the subject line of the email.**

**Please be advised that our organization requires all staff, students, and volunteers to have their vaccinations up to date. Proof of vaccination can be obtained from the Ministry site.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.