



**Job Posting**  
**Hub Program Worker – Bathurst-Finch Site**  
**Full-time, 11 month contract (35 hours per week)**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of five 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 Diabetes Education Centre. 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 are committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

At this time, Unison is seeking a Hub Program Worker for our Bathurst-Finch site. The Hub Program Worker will be expected to work closely with resident groups, Bathurst-Finch Hub (the Hub) partner organizations, community human service providers, political representatives and businesses in organizing activities that meet the social enterprise and food security needs of local residents, especially newcomers. Eventually, the Hub Program Worker should contribute to the increased use of hub services and facilities by residents, especially newcomers, and increased engagement of resident groups in planning and delivering activities and services for residents, especially newcomers. The Hub Program Worker will also support the strategic planning process of the Hub.

**Organizational Responsibilities:**

- Submit encounter data and/or statistics, administrative forms and reports in a timely fashion.
- Develop work goals in conjunction with supervisor, identifying action plans, learning objectives and professional development needs.
- Participate in performance appraisal process including self-evaluation component.
- Participate in team and organization-wide meetings and committees, initiatives and events.
- Adhere to all policies and procedures of the organization as identified in the operations manual.

- Orient, supervise and support peers, students and/or volunteers as required.
- Identify, report and debrief on client safety incidents, good catches, occupational health and safety incidents and near misses
- Other duties as required.

### **Job Specific Responsibilities:**

- Engage local resident groups, Hub partner organizations, community human service providers, political representatives and businesses in serving the residents' needs for social enterprise and food security activities.
- Plan and organize hub-based activities.
- Promote the activities and coordinate participants' registration.
- Support the Northview Garden and act as the staff contact for the Steering Committee of the garden and volunteers.
- Review and revise hub promotion plan and implement planned activities, e.g. open houses, outreach events, preparation and distribution of publicity materials.
- Support resident groups and community organizations in delivering services to the communities using hub community space.
- Prepare proposals, plans and reports for hub-based activities for Unison and program funders.
- Support the Hub's strategic planning activities.

### **Qualifications:**

- Degree in Social Work, diploma in Community Social Service Work, or equivalent education and experience
- Able to exercise independent judgment and discretion in dealing with information, maintain appropriate boundaries with residents
- Self-directed and organized with the ability to manage time with overlapping priorities and multiple areas of responsibility
- Excellent communication skills, including interpersonal, presentation, written and computer
- Excellent computer skills in MS Office
- Proven experiences in conducting strategic planning, needs assessment study and program evaluation
- Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities
- Knowledge of issues affecting communities/individuals facing barriers/challenges to access in an urban environment
- Experience serving Unison's priority populations (seniors with complex needs, people with mental health and addictions, LGBTTQ+, and youth facing barriers)
- Ability to work flexible hours and attend occasional evening and weekend events
- In depth knowledge of Bathurst-Finch Neighborhood is an asset
- Experience in community development and facilitation is an asset
- Knowledge of a second (or more) language and culture is an asset

Interested candidates are asked to email a résumé with covering letter by 9:00 a.m., April 4, 2018 to:

Hiring Committee – Hub Program Worker  
Unison Health and Community Services  
[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2018\_011 in the subject line of the email**

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.

While we thank all applicants for their interest, only those selected for interview will be contacted.