

<b>Organization:</b> TNO - THE NEIGHBOURHOOD ORGANIZATION	<b>Department:</b> Newcomer Services
<b>Program/Project:</b> Toronto North Local Immigration Partnership (TNLIP)	<b>Position Title:</b> Health & Wellbeing Coordinator
<b>Location and Hours of Work:</b> TNO sites and offsite 35 hours per week to March 31, 2022, 28 hours per week beginning April 1, 2022 and thereafter.	<b>Position Type:</b> Full-time
<b>Expected Start date:</b> As soon as possible	

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thorncliffe Neighbourhood Office*) is a community-based multicultural, multi-service agency, which offers a wide range of programs at our four hub locations: Thorncliffe Park, Flemingdon Park, Crescent Town Club, and St. James Town Community Corner. We strengthen quality of life through services, engagement, partnerships, and advocacy.

TNO is actively searching for one (1) Health & Wellbeing Coordinator to join the TNLIP Team.

**Program Summary:**

The Toronto North Local Immigration Partnership (TNLIP) is a community based planning table that seeks to enhance the settlement and employment experiences and outcomes of newcomers in the Toronto North region. It works collaboratively with a wide variety of stakeholders on coordinating services and programs, enhancing diversity and inclusiveness, and helps to support the Toronto North region to be a Welcoming Community. This is done through service coordination, research and advocacy, knowledge sharing and transfer, capacity building and ultimately, system change. The TNLIP is led by a consortium of three agencies: Working Women Community Centre (WWCC); The Neighbourhood Organization (TNO); and the lead agency, Jewish Vocational Service (JVS Toronto) who facilitate projects, events, work groups and initiatives. In partnership with 125 members in North York and across the GTA, TNLIP addresses issues related to, Settlement & Language, Health & Wellbeing and Employment & Labour Market.

**Position Summary:**

Reporting to the TNLIP Manager, the Health & Wellbeing Coordinator supports the work of the TNLIP through newcomer engagement, partnership building and research/information gathering. Partners include service provider organizations, levels of government, school boards, professional associations, ethno-cultural organizations, faith-based organizations, and the community. They build relationships and facilitate communication that will serve to enhance coordinated services to newcomers. This position also supports planning and carrying out TNLIP activities such as Partnership Council Meetings, organizing community forums, events and supports to the TNLIP Council, one of four quadrant LIP Councils in Toronto.

**Main Tasks & Responsibilities:**

- Coordinate Health & Wellbeing Work Group (WG), including creation and implementation of Annual Action Planning, meeting and activity logistics, communication with members, agenda development, minute taking and distribution, outreach, facilitation, and support in accordance with our 2021-2025 Strategic & Action Plan.
- Engage community service providers and other stakeholders through various community networks, reach out to new partners and audiences to disseminate the work of the TNLIP, and seek partners to support new initiatives.
- Ensure member participation in all Council meetings and relevant events; engage with new members, maintain relationships with members of this WG.
- Maintain and administer database of the North York-wide agency-based partnership.
- Create and compile content for external communications, including newsletters, newsflashes, social media, and other communication channels; regularly distribute communications.
- Identify trends and find creative ways to collaboratively address barriers of access to health and mental healthcare, access to sector services, and integration of newcomers.
- Conduct, coordinate and analyze extensive primary or secondary research, such as needs assessments, environmental/quantitative data scans, jurisdictional scans, asset mapping, literature review, and qualitative phenomenological research.

- Participate in network and community agency tables that coordinate and plan for system change in the community and sector: effectively communicate TNLIP information and integrate newcomer health perspective; advise on policy revisions and systemic change in the sector based on research, analysis, and community coordination.
- Provide evidence and research-based information on emerging needs to participate in Strategic Planning for TNLIP.
- Generate, organize, and communicate information regarding opportunities for TNLIP and WG member collaboration in planning tables, boards and committees, professional associations, and networks as relevant.
- Work collaboratively with other WG coordinators and members as well as LIPs; provide support within TNLIP to ensure overall project results are achieved.
- Other duties as assigned.

#### **Qualifications and Experience Required:**

- Bachelor's degree in Social Science, Health Promotion, Political Science, Community Planning, International Development, Media and Culture, Communications, or a related field
- Minimum two to three years of related experience with demonstrated excellence
- Experience in conducting research, outreach work, working and communicating with newcomers, providing frontline services and outreach.
- Experience working with community members to conduct qualitative data collection and analysis, familiarity with Toronto's data systems and the ability to incorporate mixed methods are strong assets.
- Experience working with low-income, multi-racial, multi-lingual newcomer communities in diverse neighbourhoods.
- Experience working from an integrated anti-oppression and 2SLGBTQI+ positive framework.
- Demonstrate social and multicultural sensitivity.
- Ability to facilitate program requirements in the virtual environment.
- Excellent relationship management and interpersonal skills; comfortable regularly networking and making connections.
- Effective verbal and written communication skills; comfortable with public speaking.
- Ability to write reports quickly and cohesively.
- Effective independence, time management and organization skills; ability to plan strategically and manage multiple projects simultaneously.
- Demonstrated effectiveness as a team player.
- Proficiency with MS Office, Canva, designing flyers and presentations and using other office-related equipment.

Our ideal candidate will also have:

- Proven ties and strong familiarity with the LIP communities.
- Strong knowledge-base of immigration, settlement and community programs (including familiarity with employment, health and settlement).
- Experience in community development.

#### **Working Conditions**

**Hours of Work** - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM to March 31, 2022. 28 hours per week beginning April 1, 2022 onward. Evening and weekend work may be required as decided by program requirements.

**Location** - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

#### **Hiring Conditions**

**Vaccination Requirement** – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

**Screening** - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

**How to apply**

To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by 5:00PM December 3, 2021**.

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

*We thank all applicants for their interest but only those selected for further consideration will be contacted.  
For more information visit: <http://www.tno-toronto.org>*