

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2024-52

POSITION TITLE: Settlement Assistant	
DEPARTMENT: Newcomer Services- Perinatal	STATUS: Regular Part-Time, CUPE 7797
# HRS / WEEK: 4	CONTRACT DATES: n/a
REPORT TO: Coordinator, Perinatal	HOURLY RATE: \$27.97
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: Perinatal programs are weekly support programs for pregnant women. They are staffed by a multi-disciplinary team of nurses, dietitians, settlement workers, community health workers and other program staff from a variety of agencies. The program provides practical and social supports, information and learning opportunities in an informal setting. This position reports to the Coordinator, Perinatal and is part of **CUPE 7797**.

MAJOR DUTIES:

- Greet and screen participants, distribute TTC and vouchers, collect and tally data
- Assess participants needs and make both in-program and external referrals
- Provide friendly support and settlement information during the program
- Provide interpretation/ translation for intake interviews, postnatal interviews, workshops and one-to-one counseling sessions as needed
- Attend de-briefing meetings and provide updates/ statistics of registration activities
- Assist in cleanup of materials, fax, photocopy, filing and any other duties as required
- Plan and implement Nutrition program with Dietitian– plan menu, shop, prepare food, teach participants about nutrient content and cooking techniques
- Participates in parent meetings and staff meetings
- Attends staff meetings and House meetings as required
- Attends staff development / training as appropriate
- Participates in supervision and an annual performance review process
- Cooperates and participates with health and safety legislation and instructions for a safe and healthy workspace.
- Participate in fire drills.
- Other duties as required

REQUIREMENTS & QUALIFICATIONS:

- High School graduate or equivalent education and experience
- Graduate of a Perinatal program
- Ability to speak, read and write English, Ukrainian, Mandarin, Cantonese, Spanish, Portuguese, or another language relevant to program populations
- Comfortable working in a multi-disciplinary and multi-cultural team
- Sensitive, respectful and able to understand and meet confidentiality requirements
- Familiarity with settlement resources and services in the downtown area
- Experience working with women and young children in a diverse environment
- Competency with Windows applications and Microsoft Office
- A current Police Check, or willingness to obtain one

To apply, submit your resume with "TNG2024-52" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement