

# University Settlement

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Charitable #: 119279412RR0001



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

### EMPLOYMENT OPPORTUNITY

**JOB TITLE/POSITION:** Navigating Next Steps Settlement Worker  
**DEPARTMENT:** Employment and Training  
**REPORTS TO:** Director, Settlement and Social Services  
**DATE:** February 3, 2021

#### **ORGANIZATIONAL OVERVIEW:**

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being one of the first community-based social service centers in the City of Toronto. University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational, and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services.

#### **POSITION PURPOSE:**

Navigating Next Steps (NNS) is designed to provide wrap around supports through one-to-one virtual counselling and coaching for clients who need a range of life stabilization supports in order to move forward in their lives. This program is designed to support clients in receipt of Ontario Works and this program is delivered in partnership with the City of Toronto's Employment and Social Services department. In addition to the client centred participant plan, one-to-one counselling, and service navigation supports, the program offers a range of workshops of interest and relevance to the clients. NNS staff will work collaboratively with our settlement and employment team as well as our community partners to ensure seamless service coordination and warm referrals to content specialists working in a range of supportive programming at our community and sector partner organizations.

#### **QUALIFICATIONS:**

- Completed undergraduate degree in Immigration and Settlement, Social Work, Education, Communications or a combination of relevant education and work experience.
- Minimum 1-year front-line experience in community-based organization, providing case management, information, referrals, advocacy, or settlement services.
- Experience working with low-income, multi-racial, multi-lingual newcomer communities.
- Thorough knowledge of community resources and services available for newcomers in Toronto
- A second language is an asset.

#### **RESPONSIBILITIES:**

- Deliver the program to cohorts of 10-15 participants.
- Conduct intake and needs assessments for each participant.



- Create a client centred personal plan.
- Conduct one to one virtual case management and counselling.
- Plan, organize and facilitate virtual group workshops.
- Conduct a final assessment for each client at the end of each cohort.
- Input data into appropriate database, maintains required program records, and submits required weekly and monthly reports and as requested by the management of the agency.
- Work closely with settlement and senior settlement workers to ensure seamless service coordination.

**Terms of Employment:**

A Police reference check with vulnerable sector screening satisfactory to University Settlement is a requirement of this position.

**SCHEDULE:** 21 hours per week, some weekends and evenings may be required

**DETAILS:** Non-Unionized position, one-year contract

**Equal Opportunity Employer Statement**

University Settlement is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the ESA.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. University Settlement makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Please submit resume and letter of interest by **5 p.m. February 18,2021** to **HR@universitysettlement.ca**

*We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*