



# MALTON NEIGHBOURHOOD SERVICES

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## JOB POSTING

### Family/Community Engagement Social Worker

(35 Working Hours Per Week)

Malton Neighbourhood Services is a non-profit charitable organization that provides a variety of programs and community support services since 1975. Eligible candidates are invited to apply for the Clinical Counsellor position.

#### Position Description:

Reporting to the Parenting Coordinator/Clinical Counsellor, the Family/Community Engagement Social Worker acts as an ambassador and a clinician for the agency and works with Black families by building awareness of the Ministry of Children, Community and Social Services mandate, along with the portfolio of services we provide.

#### KEY RESPONSIBILITIES:

- Plan, organize and implement the various programs that will build on culturally relevant, identity, values, and practices
- **Provide counseling services to families**
- Maintain clear clinical and task-oriented documentation in the case management system
- Liaison with target groups such as youth and families
- Provide resources that are representative of the client group
- Make available evening and weekend parenting workshops for Black working parents and single parent families
- Provide solid practical support/ advice/ counseling to Black parents on how to support their youth to succeed in crucially important secondary school years
- Allocate and organize work plans and resources effectively
- Work directly with stakeholders to achieve program objectives within the planned schedule and expectations are managed appropriately
- Compile and produce accurate statistics and reports has related to the position
- Act as a liaison between the various family programs and the SWIS/Youth Manager regularly
- Provide practical counseling and referrals to each family on a one-on-one basis
- Other duties as assigned based on the qualification requirements

#### QUALIFICATIONS AND REQUIREMENTS:

- University bachelor's degree in Social Work and an equivalent combination of education and work experience
- Professional association membership or registration is necessity upon commencement of work

- **Knowledge of Black community and Black youth engagement a must**
- Demonstrate leadership experience working with diverse groups including not for profit organizations, community groups, businesses, schools, and other community stakeholders
- Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities
- Great report writing skills
- Ability to put together and make presentations that include topics such as program status, milestones, achievements, budget and risk management
- Excellent communication and interpersonal skills with a proven record of demonstrating tact and diplomacy when facing challenging situations, including conflict resolution conversations with youth and adults
- Demonstrated leadership skills and the ability to engage, motivate and support participants, staff, volunteers
- Experience and knowledge of providing brief counseling services
- Strong knowledge and experience in risk management, to create and maintain a safe environment for programs
- Work must be guided by a commitment to diversity, anti-Black racism, and anti-oppressive practices
- Experience with developing program materials, business documents and internal databases
- A high level of computer literacy utilizing all Microsoft Office applications
- Flexible to work evenings and weekends if required
- Customer service oriented with the ability to uphold the organization's service standards and policies
- Valid Ontario driver's license and access to a reliable vehicle is essential for local travel

Submit a cover letter, resume, and three references to the Hiring Committee at [hr@mnsinfo.org](mailto:hr@mnsinfo.org).  
 Deadline for applications: April 26, 2018. Upon hire, the candidate must provide police records check. We thank all applicants. However, only those selected for interviews will be contacted.

*Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us, and we will work with you to meet your needs.*