



# MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: [mnsinfo.org](http://mnsinfo.org) / Email: [hr@mnsinfo.org](mailto:hr@mnsinfo.org)

---

## Job Posting

<b>Position:</b>	Black Family Support, Social Worker
<b>Contract type:</b>	Fulltime, Regular
<b>Start Date:</b>	ASAP
<b>Location:</b>	Region of Peel
<b>Rate:</b>	\$54,000 – 57,000 per annum + Benefits after 3 months
<b>Hours:</b>	35 per week.
<b>Position Type:</b>	This position is part of the bargaining unit.
<b>Deadline to apply:</b>	May 31, 2022
<b>How to apply:</b>	Please email your resume with a cover letter to <a href="mailto:HR@mnsinfo.org">HR@mnsinfo.org</a>

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 Program Manager position.

### Position Description:

Reporting to the Black Family Support Program Manager, the Black Family Support, Social Worker is responsible for providing strategic and operational leadership to the program that is culturally relevant to the Black communities and other educational initiatives for black families, as part of the Ministry of Children, Community and Social Services Campaign initiative, supported under the Innovative Supports for Black Families.

### DUTIES:

- Plan, organize and implement the various programs that will build on culturally relevant, identity, values, and practices
- Provide counselling services to families
- Liaison with target groups such as children with special needs and families with language barriers, young/single parents
- Provide resources that are representative of the client group
- Flexible evening and weekend schedule for Parenting Workshops for Black working parents and single-parent families
- Provide solid practical support, advice, and 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 ensure program objectives are achieved within the planned schedule and expectations are appropriately managed.
- Compile and produce accurate statistical reports as related to this position

- Act as a liaison between the various family programs and the SWIS/Youth team on a regular basis
- Provide practical counseling and referrals to each family on a one-on-one basis
- Other duties and projects as assigned

**QUALIFICATIONS:**

- Bachelor's Degree and/or master's degree in Social Work (BSW/MSW)
- Professional association membership or registration is required upon commencement of work
- Thorough knowledge of Black community and Black youth engagement
- Demonstrated 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
- Excellent report writing skills and attention to detail
- Ability to create effective presentations to include topics such as: program status, milestones, achievements, budget, and risk management
- Excellent communication and interpersonal skills with a proven track record of demonstrating tact and diplomacy when facing challenging situations, including conflict resolution/mediation with youth and adults
- Demonstrated leadership skills with the ability to engage, motivate and support participants, staff, and volunteers
- Experience and/or knowledge providing brief counselling services
- Strong knowledge and/or experience in risk management to create and maintain a safe environment for programs
- Commitment to diversity, Anti-Black racism, and Anti-Oppressive best practices
- Experience with developing program materials, business documents and working with internal databases
- Intermediate/Advanced working knowledge of all Microsoft Office applications
- Flexible schedule to work evenings and weekends
- 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

If you are interested in applying for this position, please submit a cover letter and resume via email to: [hr@mnsinfo.org](mailto:hr@mnsinfo.org). The selected candidate will be required to provide a current Police Records Check upon hire.

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 in writing and we will work to meet your needs. Thank you.*