

# Employment Opportunity

Punjabi Community Health Services - PCHS

<b>Job Title:</b> Program Coordinator – Building Capacity to Address Newcomer’s Mental Health & Trauma  <b>Job Posting # PC-SP-014/2019-20</b>	<b>Date Posted:</b> February 25, 2020	<b>Report to:</b> Manager – Newcomer Settlement Programs  <b>Position Type:</b> Full-Time (5 Year project)
	<b>Date Closed:</b> March 10, 2020	

**About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling the needs of the diverse populations for 29 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ sensitive organization.

**About Position:**

This position is responsible for building the capacity of the Settlement Sector to meet the continuously evolving mental health and trauma challenges of the newcomer population. The project will provide training and professional development opportunities to the frontline settlement staff across the 9 identified Local Immigration Partnerships (LIPs). Train the frontline settlement staff on mental health, trauma-informed service delivery, compassion fatigue, and cultural competence. Develop the tools and resources to help build the capacity of the settlement agencies. Sustain the capacity building efforts through the provision of Train the Trainer Model and create a network of trainers across the LIPs. The trainers deliver training to the frontline settlement staff during the project and after the project ends in March 2025. This position is funded by Immigration, Refugees and Citizenship Canada (IRCC)

**Qualifications/ Required Skills:**

- A degree in social work, and/or non-profit management or related field and 3 to 5 years of project management experience preferred
- Demonstrated success with designing and delivering results on high-profile, macro-community initiatives or programs
- Strong understanding of the Newcomer Settlement Sector
- Capacity to develop and play a leadership role in strategic partnerships with management level across the 9 LIPs and the Settlement Sector
- Advanced leadership and communication abilities to lead project development and success in a highly dynamic setting
- Energetic and engaging personality, enjoy working with Newcomer Settlement Sector
- Proficient in computer use, Microsoft office including Word, PowerPoint and Excel
- Familiarity with Cloud technology and Share-Point is an asset
- Effective written and verbal communication skills
- Good interpersonal skills

**Requirements:**

- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Valid driver’s license, access to a vehicle with valid insurance
- Current CPR & First-Aid certification
- This job requires some travel and under certain circumstances there might be a need for overnight(s) stay in another city connected with the identified LIPs.

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**Responsibilities:**

- Leverage existing collaborations with Peel Newcomer Strategy Group (PNSG) and Halton Newcomer Strategy (HNS) to build in-roads to the LIPs in Brantford, Hamilton, Halton, Peel, York, Simcoe, Durham, Peterborough and Kingston regions
- Work closely with the identified LIPs and the Network of Trainers (established during the project) for the ongoing outreach and promotion of the series of training activities throughout the project
- Build collaborations with the nine identified LIPs, develop partnership agreements and work plan for the project activities
- Recruit the frontline staff for Train the Trainer Trainings and reach out to the newcomer service providing organizations in the respective regions/areas for the delivery of training to the frontline settlement staff
- Coordinate training for Trainers and the Newcomer Settlement Staff
- Ensure that the frontline staff are better equipped to understand the mental health and trauma needs of the newcomers and can make the most appropriate referrals in their respective communities
- Report writing and meet the project deadlines
- Budget Management
- Pre and Post evaluation reports
- Other duties as assigned

**Hours:** Full time, 37.5 hours per week  
(Some evenings and weekends work is required)

**Position to commence:** April 1, 2020

**Please submit resume by March 10, 2020 to the Hiring Committee at:**

E-mail: [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)

Please add **Job Posting # PC-SP-014/2019-20** to the email subject line and cover letter

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

*PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, LGBTQ, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)*