

Employment Opportunity

Punjabi Community Health Services

Job Title: Program Coordinator – Building Capacity of Frontline Settlement Workers: Mental Health and Trauma Informed Approach Job Posting # PC-SETT/030/2022-23	Date Posted: November 18, 2022	Reports to: Manager –Newcomer Settlement Program Position Type: Full Time Contract (Ending in March 31, 2025)
	Date Closed: December 1, 2022	

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 32 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).

Qualification, Experience and Skills:

- University Degree or College diploma in a social services worker field is required.
- Registration with Regulatory Body is preferred.
- Preferred 2 years of experience in related field, or a combined equivalent of education and experience
- Knowledge of Cultural competency, Compassion fatigue, Mental Health, Trauma Informed Service Delivery will be an asset.
- Demonstrate understanding of the concepts of a client-centred approach and to create a safe space for the application of Integrated Holistic Service Delivery Model
- Proficient computer skills including MS Office and Outlook
- Proven knowledge and skills in assessment, care plan development, case management and supportive counselling

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- Familiarity with Cloud technology and Share-Point is an asset
- Familiarity with Commission of Accreditation Rehabilitation Facilities (CARF) International standards is an asset
- Excellent oral and written communication, organizational and problem solving skills
- Ability to work independently, as well as with multi-disciplinary teams, both internally and externally

Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are a job requirement unless you have an exemption on a medical ground under the Ontario Human Rights Code.
- 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.

Key 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

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics

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- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

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

Position to commence: January 2, 2023 or earlier

Please submit resume by December 1, 2022 to the Hiring Committee at: hr@pchs4u.com

Please add Job Posting # PC-SETT /030/2022-23 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 hr@pchs4u.com