



## Community Support Worker

### JOB DESCRIPTION

#### HOURS

35 hours per week, which may include some evenings and weekends

#### JOB SUMMARY

To assist and empower Lighthouse clients as they navigate multiple stresses that affect overall well-being. Stresses, such as; employment challenges, food insecurity, housing challenges and social systems navigation by way of support groups, workshops, information and referrals and more.

#### AREAS OF RESPONSIBILITIES

##### 1. Community Programs

- Organize and Coordinate workshops, support groups, systems navigation, and information and referrals
- Coordinate volunteers to support clients participating in workshops (\*only if volunteer support is needed based on workshop design)
- Provide a warm welcome and hospitality to clients being served
- Assisting clients with filling out forms, connecting/referring clients to social services and resources, Advocating on behalf of clients when necessary
- Provide other learning opportunities for the Lighthouse community

##### 2. Lighthouse Program Support

- Collaborate with Lighthouse Program Directors in volunteer recruitment, interviewing, volunteer support and evaluation
- Collaborate and assist Lighthouse Program Directors with client service support

##### 3. Networking and Education

- Professional networking with other agencies, workers, and churches on issues related to Lighthouse clients for the purpose of community support.
- Keeping updated on social services, social resources, and justice issues that pertain to Lighthouse clients

##### 4. Administrative

- Create and ensure the success of personal annual goals and work plans
- Maintain accurate and complete files on clients and activities that follow professional and ethical guidelines.

### SKILLS AND QUALIFICATIONS

- A personal living faith in Jesus Christ
- Bachelors Degree in Social Work or a Social Service Worker Diploma with focus in Community Development, Community Service and/or related field
- Experience: 3-5 years
- Ability to work in an ecumenical setting
- Knowledge/experience/ability to work within an interfaith community
- Ability to follow professional and ethical guidelines as dictated by their profession and by The Lighthouse
- Committed to professional development
- Ability to work in a diverse setting
- Ability to embrace a holistic model of care
- Ability to empower others/foster growth among community members
- Program planning, implementation and evaluation skills
- Computer literacy (MS Word, Works, Access, Publisher, Basic Funder)
- Excellent interpersonal skills
- Fluent in English; other languages a definite asset
- Ability to be understanding, patient, and sensitive to the needs of clients and the community
- Flexible and adaptable, ability to respond to new situations
- Team worker, self-disciplined, ability to determine priorities, ability to build connections and partnerships that pertain to community support work

### ACCOUNTABILITY

- Report to and provide quarterly reports to the Neighbourhood Program Director
- Uphold The Lighthouse's vision and mission statements and core values
- Participate in Annual job performance review

**Submit your application by February 25<sup>th</sup>, 2022. Please email your cover letter and resume in two separate documents directly to the Executive Director, Rob Datema at [info@lighthousecentre.ca](mailto:info@lighthousecentre.ca).**

**Note: This is a 3-year contract position.**

**Questions about the position? Contact Rob Datema at [info@lighthousecentre.ca](mailto:info@lighthousecentre.ca) or call 416-535-6262.**

**We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.**