

TAIBU Community Health Centre

Project Coordinator – CAST Collaboration Project

Position: 1 Position as follows:

- 1 Full time contract

Job Region: ON – Greater Toronto Area

Application Deadline: Nov 7th 2022

TAIBU is an established Community Health Centre located in the Malvern Neighbourhood of Scarborough. TAIBU offers Primary Health Care and Community Programs to all residents of Malvern and the Black Community throughout the GTA. TAIBU is offering an exciting employment opportunity to serve the community throughout the GTA and to make an impact to address the systemic barriers faced by the community, as it relates to their mental health and access services.

You will be part of a high functioning interdisciplinary team of health and social service professionals providing high quality, accessible and sustainable healthcare programs and services to the community in partnership with other community-based organizations to address individual, family and community needs. TAIBU is committed to creating a sustainable Community of Practice and becoming a Centre of Excellence in Black Health Care.

The Coordinator - CAST works within the context of the Centre's mission and strategic directions, to provide coordination support to CAST's Black identifying clients. The Coordinator will work as a member of an interdisciplinary health team and will be responsible for providing the necessary supports, including connecting members of the community to culturally appropriate services, both internally, at the Centre and externally to partner or community agencies. Services provided will include, access to food security and supports, access to financial assistance, access to mental health services, access to appropriate programs and services. Services will be provided to individuals, families, and groups to enhance or maintain their functioning in community. The position carries responsibility for outreach, documentation, administration.

The Coordinator will work closely with the Social Worker/Therapist – CAST, from an anti-racist/anti-oppressive service delivery framework.

Responsibilities

Outreach

- Conduct information sessions in community to promote the service
- Working collaboratively with other members of the TAIBU team, CAST Case Workers, health care providers and other partners and community stakeholders, develop an effective intake plan and conduct needs assessments
- Provide direct support services to community members in the form of information, referrals and service navigation

- Provide short term case management for presenting problems (e.g. housing, income etc...)
- Collect information on emerging issues, service gaps and matters of interest and/or concern clients
- Provide clients with general information, contacts, referrals services and support as needed, to facilitate access to programs, services and opportunities that promote the social determinants of health including, but not limited to: housing, employment, education, health, substance abuse, social abuse, social and emotional issues, etc.
- Liaise with the CAST Case Workers to assist engaged client in accessing support services at TAIBU and as provided by other agencies
- Participate and support in educational sessions, town halls and other health promotion activities related to this project
- Provide services within an understanding of the context of oppression, poverty and diversity, using an Africentric lens
- Perform other duties and provide other services as assigned within the scope of the job

Research

- Support the collection of data as directed and input data into appropriate databases.
- Run reports and provide analysis of program statistics
- Work with the interdisciplinary team, CAST and external partners to creatively map community assets and resources

Administration

- Participate in staff meetings, CAST meetings and on certain interdisciplinary team meetings; participate in Centre and Board committees, as may be required
- Follow and update the workplan, for the project in conjunction with your supervisor, identifying actions plans
- Keep general program and participant information and records and maintain accurate service and outreach statistics, records and reports; ensure timely data collection and recording of all encounters, either electronically or manually as directed

Qualifications

- Undergraduate Degree from a recognized University in Social Work or related fields or a combination of College Diploma and relevant experience.
- 3 years experience working with Black and racialized communities
- acDemonstrated knowledge of community resources, health promotion and the impact of social determinants of health and public health policies on the Black and other racialized and marginalized communities
- Experience of working with Black communities of different ages, gender identities and socio-economic status
- Demonstrated experience in effective time management and organization skills
- Experience in group work and program development, implementation, monitoring and evaluation
- Excellent communication skills (written and verbal) and group facilitation skills
- Ability to work evenings and weekends
- Ability to work independently as well as part of multi-disciplinary team
- Proficiency in the use of computers and various software applications including word processing, spreadsheets, presentations and email
- Demonstrated ability to work co-operatively and negotiate effectively within a multi-disciplinary team of service providers

- Knowledge of and sensitivity to the life experiences and needs of the community combined with previous community development experience
- Demonstrated ability to work effectively within a diverse community
- Knowledge of the community; its members, businesses, and resources
- The ability to work with minimal supervision and an ability to organize and coordinate activities
- The ability to protect and safeguard TAIBU's property and assets
- Access to a car an asset
- Proficiency in French a very strong asset

Compensation

- An attractive salary + a generous benefits package is being offered

Job Contact Information

Interested candidates should submit their resume with a covering letter to:

The CAST Collaboration Project Recruiting Committee
TAIBU Community Health Centre
27 Tapscott Road, Unit 1
Scarborough ON M1B 4Y7
Email: hr@aibuchc.ca

No telephone enquiries. TAIBU CHC thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

TAIBU Community Health Centre is an equal opportunity employer and applicants from racialized and other marginalized communities are strongly encouraged to apply.