

### **Special Projects Worker (The Meeting Place Drop In)**

**West Neighbourhood House** is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community.

The Meeting Place Drop-in is a program of West Neighbourhood House, which offers a welcoming, and accessible community space to street involved and precariously housed adults, many of whom are living with mental health and/or substance use issues.

**West Neighbourhood House is actively seeking applications from all Indigenous communities, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

The Meeting Place drop-in is looking to hire a temporary part-time staff member to boost the wellness programming and mental health activities in the drop-in with a special focus on harm reduction.

#### **Responsibilities:**

- Collaborate with case managers to enhance their mental health and substance use activities.
- Collaborate and engage with participants to build their capacity to manage their mental health and substance use via education activities, presentations, facilitating groups, one-on-one and collaboration with internal and external professionals.
- Conduct community education on harm reduction. For example, raising awareness on the benefits of safe consumption sites.
- Provide support in the drop in space when needed and when we are short-staffed.

#### **Qualifications:**

- Minimum college in a social service program.
- Demonstrated knowledge, understanding and analysis of the history, cultural strengths, and challenges of Indigenous peoples.
- Demonstrated knowledge of anti-oppression principles.
- Minimum 1 year experience in front-line community work.

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West Neighbourhood House is an equal opportunity employer.  
We thank all applicants, but only those candidates to be interviewed will be contacted.

*A United Way Member Agency*

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## Internal Job Posting

- Strong communication, interpersonal, organizational and teamwork skills.
- Computer literacy skills and ability to be trained in and regularly utilize data collection software.
- Must have a highly developed comfort working with individuals who may have significant mental health and substance use challenges.
- Must be able to meet the physical demands of the job.
- The ability to handle a fast paced and unpredictable environment.
- Must be comfortable handling aggression.
- Must be comfortable working in a noisy environment.
- Must have a good level of conflict resolution skills.

**Status:** Temporary part-time (3 months) ends March 31<sup>st</sup>, 2025.  
**Start Date:** ASAP (Training will be provided).  
**Hours:** 21 hours per week (Our operating days are Tuesdays-Saturdays. Days can be negotiated)  
**Rate:** \$26.95 per hour  
**Unit:** Adult Community Programs  
**Immediate Supervisor:** Programs Manager  
**Posting Date:** December 13, 2024  
**Closing Date:** December 20, 2024

**Please submit your cover letter and resume clearly indicating “Special Projects Worker, The Meeting Place” by 5:00 p.m. on the closing date to:**

Manager, Community Programs  
588 Queen Street West  
Toronto, Ontario  
M6J 1E3  
[selinade@westnh.org](mailto:selinade@westnh.org)