

POSITION DESCRIPTION
TRINITY COMMUNITY HUB OUTREACH STAFF
CHURCH OF THE HOLY TRINITY
10 TRINITY SQUARE, TORONTO, M5G1B1.

About The Church of the Holy Trinity: We are an Anglican parish in downtown Toronto with a history of social justice work and advocacy since 1847. We are a community of people who express Christian faith through lives of integrity, justice, and compassion. We foster lay leadership, include the doubter and marginalized, and challenge oppression wherever it may be found.

Our buildings are used by a variety of individuals and organizations. Our staff are compassionate, flexible and able to respond to a variety of circumstances.

Job Description: Trinity CommUNITY Hub Outreach staff.

This contract will be full-time (35 hours weekly) salaried position for 36-months and is funded by a 3-year grant from the Ontario Trillium Foundation.

Purpose:

- ❖ To work with the CommUNITY Hub Program Manager and Program Support staff to improve and expand essential life-supporting services to community members. We prioritize holistic and anti-oppressive approaches to person-centered care with dignity and respect, building resilience and stability.
- ❖ To collaborate with the diverse communities of Holy Trinity seeking justice to create a vision of what the present moment requires.

Responsibilities:

- ❖ Work with the Trinity CommUNITY Hub Programs Manager to build a diverse and respectful community within the community hub and any other programs they come in contact with.
 - Participate in the preparation and delivery of the Trinity CommUNITY Hub programming currently on Tuesdays and Wednesdays.
 - Be aware of volunteer and community member activity in the space and compliance with the Hospitality and Sacred Space [code of conduct] policy.
 - Uphold restorative justice processes that people may be engaged in.
 - Liaise with existing partner organizations and seek out new relationships as appropriate.
- ❖ This new position requires the development of a workplan that can be evaluated and reported on every 6 months. You will be expected to:

- Develop additional, appropriate indoor programs for community members
- Support community members attending programs and around the square
- Create an up-to-date list of resources available to community members in the area and print a flyer to be distributed. You will update this flyer every 3 months. Assess any other gaps in information available to community members and create materials suitable for sharing (pamphlets/social media/emails to volunteers)
- Coordinate and document the following Trillium-funded training for volunteers and community members including, but not limited to: Food handling certification; First Aid, Naloxone training and Applied Suicide Interventions Skills Training (A.S.I.S.T).
- Assist in supervising use of 4 community computers acquired as part of the “Grow Grant” and support community members in system navigation to access government benefits; jobs, housing; Long-term-care; hospice care, or health care services.
- ❖ Work with the Trinity CommUNITY Hub staff to compile internal and external data, results and examples that will demonstrate the success of this position and the program.
- ❖ Work with the Trinity CommUNITY Hub staff to draft interim and final reporting for the Trillium Grow Grant.
- ❖ In collaboration with Trinity CommUNITY Hub Manager and Support staff liaise with existing partner organizations and seek out new relationships as appropriate. Work with Hub staff to identify new opportunities for shared kitchen use by community members.
- ❖ In collaboration with Trinity CommUNITY Hub advisory committee and the Vestry Executive Committee to discern additional outreach directions that will accomplish the purpose stated in the grant & job description

Competencies: The ideal candidate brings their own lived experience into the Holy Trinity community. You join our collaborative effort to continue to improve capacity of the Trinity CommUNITY Hub, volunteers, community members and related programs in ways that are even more community and justice centered. You are a self-starter who also seeks collaboration and thrives with a mix of independent and team work and is comfortable with a diversity of people.

Qualifications:

- ❖ Exemplary emotional intelligence, conflict management and problem-solving skills.
- ❖ Ability to work independently and be self-directed while collaborating with a team.
- ❖ Ability to work with an anti-oppression framework to respond with compassion and care to staff and community members.
- ❖ Demonstrated ability to work effectively with people from various abilities, life situations and cultural backgrounds.
- ❖ Openness and ability to participate in relevant educational opportunities.
- ❖ Excellent oral and written communication skills
- ❖ Basic computer skills (e.g. word processing & email)
- ❖ Food handler's certification is an asset.
- ❖ Previous experience in the community service sector (professional and/or personal) is an asset.

Reporting relationships: Trinity CommUNITY Hub Programs Manager

Working Conditions: The person in this position will work on site. The work is fast-paced. This position includes extended periods of standing and walking, and the lifting and shifting of boxes. There are no elevators in the buildings, only stairs. The work involves interacting with a wide range of people and involves regular stress and handling multiple demands effectively. There is a likelihood of exposure to unpredictable behavior, unpleasant odors, and bodily fluids. Due to the intense marginalization service-users face, this can be a stressful and emotionally challenging work environment where there is the potential to be in threatening situations. However, employees can expect to receive training and support in dealing with these conditions.

Term of Contract: This is a full-time, salaried position with three weeks vacation that will end 36 months after it begins. It will include some weekend work, especially Sundays to connect with worshipping communities.

Compensation: \$54,200 to start with cost of living increases

The Church of the Holy Trinity welcomes applications from persons of diverse backgrounds and is an equal opportunity employer. The successful applicant would need to complete a police background check. Please note that applicants with a criminal record are not automatically excluded from this position.

Cover letters and resumes can be submitted by email to HR@holyltrinity.to

The deadline for application is midnight, Sunday August 24. Interviews will be held the week of September 1st.

Please include **“Trinity CommUNITY Hub Outreach Staff”** in the subject line.

We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.