

GREATER SUDBURY
HOUSING CORPORATION



SOCIÉTÉ DE LOGEMENT
DU GRAND SUDBURY

Job Description Community Development Worker Temporary Position

Department: Tenant Services
Classification: AG – 11 (Under Review)
Date: January 2018

Purpose of Position:

Reporting to the Manager of Tenant Services the Community Development Worker (CDW) will work with tenant associations to build upon and strengthen the interrelationships between the GSHC, GSHC tenants and other community partners to achieve the key objectives of health and well-being, engagement, safety, inclusiveness and access to community services. The CDW will co-ordinate and align GSHC tenant engagement strategies and initiatives with the broader community by providing support, advice, advocacy and guidance to GSHC tenant associations.

Duties and Related Tasks: Under the direction of the Manager of Tenant Services:

- Develop and promote corporate community development strategies and initiatives, and implement key activities to engage GSHC tenants and promote community development in GSHC housing properties throughout the GSHC housing portfolio;
- Work with tenant associations to build upon and strengthen the interrelationships between the GSHC, GSHC tenants, community partners and the community network of health and social service providers to achieve the key objectives of health and well-being, engagement, safety, and inclusiveness;
- Co-ordinate and align GSHC tenant engagement and community development strategies and initiatives with the broader community and the CGS community development initiatives and programs;
- Provide support, advice, advocacy and guidance to GSHC tenant associations on tenant association structure, governance, membership, promotions, communications and community events;
- Work collaboratively to create an environment where GSHC tenants will become engaged and empowered to take ownership and control of their housing community and build safe, healthy neighbourhoods;
- Implement community development programs and key activities to achieve corporate community development goals and objectives;
- Facilitate a coordinated approach for tenant associations to access the broader community of health and social service agencies for education, prevention and promotion;

- Explore, develop and promote new opportunities to establish tenant associations within the GSHC portfolio and provide the tenant associations support and guidance;
- Work with community partners and service agencies to facilitate programing, prevention initiatives and education programs;
- Co-ordinate tenant association events and promotions;
- Co-ordinate and align GSHC community development programs and initiatives with CGS community development programs;
- Coordinate with enrollment and distribution of the good food box program;
- Support the development and sustainability of tenant associations by linking tenant associations to support from community agencies;
- Facilitate Positive Connection meetings for all tenant associations throughout the housing portfolio;
- Support the community gardens functions lead by tenant associations;
- Interact with community partners in order to enhance and support tenant participation in the various tenant associations;
- Assist with the content in communications with GSHC tenants and tenant associations concerning community development via meetings, the GSHC newsletter and website;
- Facilitate, host and attend various community functions and activities;
- Assist tenant associations with research and completion of grant proposals for funding and in-kind contributions;
- Assist tenant associations in completion of applications for funding from GSHC;
- Work closely with existing community partners to facilitate and foster community engagement and collaboration.

Skills and Knowledge:

- Diploma or a degree in community development or social work from an accredited Canadian college or university with 3-5 years related experience in community development or community engagement;
- Excellent understanding of rent-geared-to-income housing issues and challenges relate to tenant well-being and social determinants of health;
- Knowledge and experience with promotion methods to a diverse client group
- Knowledge and experience in principles and practices relating to community development and engagement;
- Knowledge of community agencies and their mandate;
- Well-developed communication, interpersonal, and organizational skills;
- Ability to lead and facilitate large groups;
- Demonstrated ability to resolve complaints/problems and reach consensus
- Ability to work as a team member and independently with minimal supervision;
- Demonstrated ability to communicate clearly and tactfully with a variety of client groups, tenants, government officials, other agencies, and the general public;
- Ability to use a computer and related software.

Class Allocation: _____

Knowledge	Skills		Judgement	Accountability	Group Leadership	Point Total
Level	Core	Technical	Level	Level	Level	
Points	Level	Block 1 2 3a 3b 4				

Blocks: 1 – Fully programmable word processing; 2 – Touch Typing; 3a – Shorthand; 3b – Dicta; 4 - Linguistic