

Position: Outreach Worker and LINC Support Facilitator - Job Description

Employment Opportunity

The Learning Disabilities Association Toronto District team members are supported and expected to work as part of a collaborative team, aligned with a shared goal of providing high quality service to clients with learning variances, community stakeholders and funders.

Each team member uses strong communication skills and actively shares knowledge to ensure accurate and timely delivery of specialized client service. All team members share responsibility and accountability for the quality of our one-on-one service, group sessions and promotion/outreach activities. LDATD work culture commands a strong team-based approach; developed and maintained through mutual respect, integrity, and empathy. Using various modalities and techniques especially as it relates to persons with Learning variances, the Outreach Coordinator shall provide outreach services in a supportive and culturally sensitive manner with the goal of connecting newcomer clients with settlement support to assist their integration into the community.

Strong preference will be given to candidates who can display a solid understanding and knowledge about topics important to the newcomer LD.

Responsibilities:

Outreach (25 hours/week)

- Provide support for Language Facilitators by reviewing, selecting and distributing resources/learning materials and overseeing the development for new resources
- Executes an effective outreach strategy in developing promoting & advancing a strong public profile for the program
- Develops and maintains positive working relationships with key stakeholders
- In coordination with the program team, plans and coordinates settlement related activities and programs for groups of newcomer clients, stakeholders and community linkages
- Facilitates outreach group sessions to promote community events, job fairs, ethno-cultural events, program sessions and such activities to inform newcomer clients about settlement services
- Establishes networks and community linkages that promote awareness with other settlement organizations and other community groups including faith organizations, businesses, community centers, schools, day cares, hubs, etc in the city
- Maintains a progress report of outreach activities/strategy (progress and assessment reports as required)
- Facilitate constructive and culturally sensitive information & orientation workshops for newcomer clients to increase their community connections
- Informs LDATD administration and colleagues about emerging settlement related issues, including a profile of the community

LINC Support (5 hours/week)

- Foster strong partnerships with internal and external stakeholders to support coordinated service delivery and enhance learning outcomes for newcomers.
- Design and deliver individualized or small-group (3–5 participants) English language sessions tailored to clients with learning disabilities or barriers to traditional learning.
- Assess language needs and develop client learning plans (CLPs) using strength-based methodologies.
- Use adaptive learning techniques, assistive technology, and a communicative approach to improve comprehension, vocabulary, grammar, and pronunciation.
- Encourage student self-correction, provide constructive feedback, and support confidence building in English use.
- Maintain detailed records of attendance, progress, and session outcomes. Submit timely lesson plans and monthly reports.

Qualifications & Requirements:

- Post-secondary education (minimum two-year College Diploma or University Degree) in a relevant field such as Adult Education, TESL (with TESL Ontario certification), English as a Second Language, Education, Human Services, Social/Community Work, Psychology, Sociology, Communications, Outreach, Marketing/Promotions, or Community/Business Development.
- Minimum of three years' experience in front-line/client-first and/or group facilitation.
- Highly Resourceful with excellent facilitation, interpersonal, time management and creativity skills.
- Team player able to work collaboratively with a multi-discipline team and community partners to support client and program success
- Demonstrated knowledge and experience with the issues affecting newcomers
- Experience and demonstrated ability to work in collaboration with (diverse group of stakeholders) a broad range of stakeholders and demonstrated awareness of cultural diversity, settlement and integration issues pertaining to newcomers to Canada is essential
- Understanding Learning Disabilities (LDs) and Attention Deficit Hyperactivity Disorder (AD(H)D), barriers individuals face in everyday life and integration, services that are available to assist integration and accommodation. Resourceful: familiar with community social services networks, not-for profit organizations and barriers immigrants face to integrate into Canadian environment
- Highly developed interpersonal skills including emotional intelligence & cross-cultural communication, cultural & linguistic sensitivity, and diversity supportiveness
- Understanding of and ability to effectively apply the principles of the sales process to market programs, generate a constant pipeline of outreach venues and opportunities
- Experience working with community based, multi-service agencies or in the not-for-profit sector
- Experience with iCARE, MS Office Professional with Power Point, Word, Excel, and MS Outlook (including calendar & scheduling, mails, task etc) Prezi, Canva, social media
- Exceptional communication, linguistic skills (written and spoken)
- Flexibility with hours and location of work (may work occasional weekends and evenings)
- Use of a reliable vehicle for travel within GTA is a strong asset

TERMS:

Work hours:

- This is a part-time renewable contract position, 30 hours per week.
- Start date: ASAP
- Pay Rate: \$27.18
- Fixed-term contract position

Location:

- Hybrid within LDATD offices/program locations in North York

Application Process:

Apply immediately! Send resume, cover letter, and list of 3 professional references to admin@ldatd.on.ca with the subject line **Outreach Worker and LINC Support Facilitator. The Agency conducts continuous interviews (telephone/video screening, video interviews) and will hire the first suitable candidate. We would like to thank all those that apply but only those selected for an interview will be contacted. Please no phone calls.**

**LDATD is an inclusive non-profit committed to ensuring accessibility.
If you require accommodations, please contact us.**