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Registered Charity:
No.869254425 RR0001

Job Description Community Development Officer

About Roots Community Services

Roots Community Services Inc. (RootsCS) is a charitable organization that provides culturally relevant programs and services to inspire residents in the Region of Peel, primarily from the Black and Caribbean communities, to make positive changes in their lives and within their communities. We aim to assist our clients by providing pathways to achieve their full potential and find solutions to improve their health, well-being, and quality of life.

The Position

The Community Development Officer is responsible for providing culturally specific community outreach, education and navigational support to individuals and families who face multiple barriers to accessing health and social services in the Region of Peel. This role is responsible for fostering positive change within communities by identifying needs, engaging residents, and implementing strategies to improve the quality of life. In addition to community outreach and engagement, the Community Development Officers will assist on the BAC Support Line.

Terms of Contract: Full-time position with terms and conditions reviewed annually.
Contract term to March 31, 2026.
Renewable on April 1 of each year, based on funding availability and satisfactory performance.

Hours of Work: 35 hours per week

Compensation: \$54,600.00

Start Date: Immediate opening

Reports to: Manager, Strategic Initiatives

Major Duties & Responsibilities:

These include, but are not limited to:

- Developing relationships with community members based on trust, respect, and honesty
- Organizing information sessions on healthy living, especially regarding diabetes, hypertension, and cancer, and recruiting relevant speakers to present on specific topics
- Engaging with local businesses, community groups, faith-based organizations, and community members, responding to queries and concerns
- Distributing resources through various activities and presentations at local community venues

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- Consulting, advocating, and liaising with community resources and other agencies to assist clients and families in accessing relevant services
- Assessing clients to determine appropriate services and initiating interventions to promote health and wellness
- Providing assistance on the BAC support line, listening to clients' health concerns and facilitating referrals and linkages to necessary services
- Maintaining accurate record-keeping and documentation as required by Roots Community Services and funders
- Helping to support projects that assist clients, including the tax clinic and food drives such as the Basket Brigade
- Providing input into ongoing service enhancement, program development and evaluation
- Staying current on relevant legislation, best practices, current research, policies and procedures
- Participating in ongoing professional development and mandatory training
- Other duties as assigned by management.

Major Duties and Responsibilities

- Degree or diploma in Social Work, Health Sciences, Community Outreach and Development, or related disciplines
- Minimum two years of experience working or volunteering with vulnerable populations
- Experience working in a community outreach setting is preferred
- Knowledge of and experience working within the Black, African and Caribbean communities in the Region of Peel
- Strong understanding of the specialized needs of Black communities who may be experiencing challenges related to anti-Black racism
- Knowledge of and sensitivity to the lived experiences and diverse needs, identities, and backgrounds of the Black population in the Region of Peel
- Understanding of cultural and local programs and services to which to refer individuals and families from the Black, African and Caribbean communities
- A high degree of conflict resolution using appropriate interpersonal styles and methods to reduce tension or conflict.

Requirements

- Valid driver's license and regular access to a vehicle with valid insurance
- Clear Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Ability to work evenings and weekends as required from a variety of locations within the Region of Peel
- Comfortable lifting and carrying objects up to 10 lbs, and sitting or standing for long periods
- Proficiency in speaking, reading and writing French is an asset.

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As part of our mandate for inclusivity, reasonable accommodation can be made for all incumbents to perform the described physical functions of the job.

RootsCS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, LGBTQ, and persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage.

This job description indicates the key responsibilities and core functions of the position. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as needed.

All employees are expected to participate in special assignments as a team-oriented and inclusive organization. These include fundraising, strategic planning, and other related activities that contribute to the continuous development and expansion of Roots Community Services Inc. Employees are expected to contribute to ongoing department growth and improvement via excellent job performance and proactive communication. Each employee and team are integral to RootsCS' mission.

Please forward your application with a cover letter to careers@rootscs.org, with the subject line, Community Development Officer.

Please note that we will review applications as they are submitted until the position is filled. We thank all applicants for this position; however, we will contact only those candidates selected for an interview.