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## Job Posting Preventative Care Specialist

Roots Community Services Inc. (RootsCS) is a multi-service charitable organization that provides culturally-relevant programs and services to inspire individuals, primarily from the Black, African and Caribbean (BAC) communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and assist them in finding solutions to improve their health, well-being and quality of life, and to heal from the trauma that inhibits their livelihood.

### The Position:

Roots Community Services is seeking a compassionate, organized, and community-focused Preventive Care Specialist to support the delivery of preventive care initiatives and community wellness programming within the Preventive Care program.

The Preventive Care Specialist will play a key role in promoting health education, wellness, prevention-focused supports, and early intervention services for individuals and families within Black, African, and Caribbean communities and other equity-deserving populations. The successful candidate will support clients in navigating healthcare and community support systems while promoting culturally responsive, trauma-informed, and client-centered care.

This role requires strong relationship-building skills, knowledge of community health and social systems, and the ability to work collaboratively with internal teams, healthcare professionals, and community stakeholders.

- **Type of Work:** Full-Time
- **Reports To:** Manager, Strategic Initiatives
- **Compensation:** \$30 per hour
- **Hours of Work:** 35 hours per week

### Job Responsibilities:

These include but are not limited to the following:

#### 1. Preventive Care & Client Support

- Support the delivery of preventive care programming and community wellness initiatives.
- Conduct intake, screening, referrals, and follow-up support for program participants.
- Provide clients with information, education, and support related to health promotion, prevention, and wellness services.
- Assist clients with accessing healthcare, mental health, housing, settlement, food security, and other community resources.

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- Promote healthy lifestyles and preventive health practices through culturally responsive engagement strategies.

## **2. Community Outreach & Engagement**

- Conduct outreach and engagement activities to increase awareness of preventive care services and supports.
- Facilitate workshops, wellness sessions, community presentations, and health promotion activities.
- Build trusting relationships with individuals, families, community groups, and stakeholders.
- Support community consultations and engagement initiatives that reflect the needs of Black, African, Caribbean, newcomer, and equity-deserving communities.
- Represent RootsCS at community events, outreach activities, and partnership meetings.

## **3. Care Coordination & System Navigation**

- Support coordinated care planning and referrals for clients with complex social and health-related needs.
- Collaborate with healthcare providers, social service agencies, community organizations, and multidisciplinary teams.
- Assist clients with navigating healthcare systems, appointments, and community support services.
- Maintain awareness of available resources and services across Peel Region and surrounding communities.

## **4. Administrative & Reporting Responsibilities**

- Maintain accurate, timely, and confidential client documentation and service records.
- Track program participation, service outcomes, and community engagement activities.
- Support data collection, reporting, and program evaluation activities.
- Prepare reports, presentations, outreach materials, and program summaries as required.
- Ensure compliance with agency policies, privacy legislation, and funder requirements.

## **5. Team Collaboration & Organizational Support**

- Participate in staff meetings, supervision, training, and professional development activities.
- Work collaboratively across RootsCS programs and multidisciplinary teams.
- Contribute to organizational initiatives, strategic planning, fundraising, and community events.
- Perform other duties as assigned in support of program and organizational goals.

### **Qualifications & Key Requirements:**

#### **1. Education & Experience**

- Diploma or Degree in Social Services, Health Promotion, Community Development, Public Health, Social Work, Human Services, or a related field.
- Minimum of 2–3 years of experience in community health, preventive care, outreach, case management, or social services.
- Experience working within nonprofit, healthcare, mental health, or community-based environments is considered an asset.

#### **2. Community & Client Service Skills**

- Strong understanding of culturally responsive, anti-oppressive, and trauma-informed approaches.
- Experience working with Black, African, Caribbean, newcomer, and racialized communities.
- Knowledge of social determinants of health and systemic barriers impacting equity-deserving communities.
- Excellent interpersonal, communication, advocacy, and relationship-building skills.
- Ability to support individuals with complex social, health, and wellness needs.

### 3. Organizational & Technical Skills

- Strong organizational, coordination, and time-management skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Experience maintaining case documentation, service records, and reports.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Experience with databases, scheduling systems, and virtual communication platforms is considered an asset.

### 4. Other Requirements

- Valid Ontario driver's licence and access to a reliable vehicle preferred.
- Ability to work flexible hours, including occasional evenings and weekends as required.
- Clear and current Vulnerable Sector Check required prior to employment.

## Work Environment

All team members contribute to the ongoing growth and sustainability of Roots Community Services (RootsCS) by engaging in fundraising, strategic planning, and other organizational initiatives. Within a collaborative and inclusive environment, each staff member plays a vital role in advancing RootsCS's mission to deliver culturally responsive programs and services that inspire and empower individuals, families, and communities to thrive.

Please email your application with a cover letter to [careers@rootscs.org](mailto:careers@rootscs.org), with the subject line Preventative Care Specialist. Please note that we will review applications on a rolling basis until the positions are filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.