



**The Parkdale Activity-Recreation Centre:
"A community where people rebuild their
lives."**

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www.parc.on.ca

Registered Charity: 129678231RR0001

Position: Financial Literacy Support (Social Worker)

Position: Research Assistant

Contract period: 8 weeks

Hours: 35 hours/week

Salary: \$21.00 /hour plus 4% vacation pay

Location: Parkdale Activity-Recreation Centre (1499 Queen St W)

Posting date: June 20 2024

Closing date: June 30, 2024

The Parkdale Activity - Recreation Centre (PARC) is a unique Community Mental Health Centre and social service agency that works with members on issues of poverty, mental health, harm reduction, housing and food security. PARC is part of a network in Parkdale of over 30 community-based organizations and hundreds of community members collaborating to build decent work, shared wealth, and equitable development in Parkdale. PARC is also part of a broader network of supportive and affordable housing providers across the city (TAEH.ca and TMHASHN), the province (ONPHA) and the country (CHRA and CAEH)

The Financial Literacy Support will support a wide range of functions in PARC's Money Matters Program. It is a combination of onsite and offsite work. Reliability and accuracy are key attributes we are looking for in a successful candidate. This position is for youth **15 to 30 years of age** and is funded by a contribution from the Canada Summer Jobs program.

Key Responsibilities

- Networking to find partnerships
 - Developing Money Matters volunteer projects
 - Starting to process OAS applications for: clients
 - Moving older files back to client's recent files
 - Developing better harm reduction distribution for the Money Matters area
 - Updating evaluation survey for Money Matters.
 - Statistical numerical data generation for future reports from Electronic Database, Monthly reports and client files (individual face to face contacts, bank transfers, etc.)
 - Aligning current draft intake application with TGRIP reporting requirements
 - Review and provide feedback regarding improvements for Arrears Tracking.
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- Review Taxpayer relief process and create an operational template
- Develop Financial Literacy training workshop materials for Money Matters and partnering with the housing team
- Write a script for people to speak to Service Canada, CRA, ODSP to be able to move their funds to PARC easily.
- Go through small slips kept that contain contact info and create an "Important Contact list" document.
- Scanning, Archiving and Shredding obsolete documents.
- Simple will template creation
- Design a way to encourage people to get cell phones, Presto cards and bank accounts within the limitations of marginalization i.e. – no ID, no fixed address etc.
- Copy client file contents to Pirouette
- Identify through tax records, participants that qualify for CPP disability and apply with them.
- Examine Disability tax credit eligibility for people on ODSP and seniors.
- If you have skill with Excel, Test Drive the TABS Style- electronic ledger over 2 to 3 months and find the glitches and fix.

Qualifications and Desired Attributes:

- Experience working in a community mental health setting
- Demonstrated proficiency in MS Excel and other Microsoft Office applications is mandatory with a preference for applicants with intermediate excel skills including conditional formatting and pivot tables.
- Booking keeping knowledge and excellent record-keeping skills,
- Effective organizational and time management skills – must be able to handle multiple tasks and work to frequent, tight deadlines with minimal supervision
- Able to work independently on projects with flexibility for changing priorities
- Able to handle confidential information in an ethical and professional manner
- Strong written, verbal and interpersonal communication skills
- Able to work effectively within a team in a dynamic environment
- Demonstrated problem-solving and analytical skills
- Experience working with or knowledge of the systemic issues facing people with lived experience of poverty or contact with the psychiatric system
- Reliability, accuracy, thoroughness and excellent attention to detail are a must

Please forward your resume and cover letter to jobs@parc.on.ca by June 30, 2024, with the **subject line: Canada Summer Jobs - PARC Financial Literacy Support**

We thank all applicants for their interest. However, only those candidates selected for an interview will be contacted. No phone calls, pleas

PARC encourages people with life-experience of poverty or contact with the psychiatric system and internationally trained professionals and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply.
