

Employment Opportunity

Job Title: Community Development Facilitator Job Posting # CDF-045/2025-26	Date Posted: December 8, 2025	Reports to: Manager, Newcomer Settlement Programs Position Type: 1 FTE. Full Time Contract ending April 30, 2027
	Date Closed: Open till filled	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not for profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 35 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission of Accreditation on Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ-sensitive organization.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service (pro-rated)
- 7 days' paid Personal Time on pro-rated basis
- Comprehensive Benefits package (including coverage towards fitness memberships and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model (conditional on nature of services and funding agreements)

About Position:

The Community Development Facilitator role is a pilot by PCHS in collaboration with IRCC and United Way. We are seeking a full-time employee as part of an IRCC-funded project to understand the value of newcomer/settlement services liaising with neighbourhoods to support the inclusion of newcomers. The role will require some travel and requires in-person liaising in the community.

The Community Development Facilitator will focus on a community catchment area to work with community members on social engagement activities and shared learning in ways that include newcomers. Through these activities, the facilitator will help build pathways for newcomers to learn

of the social, and natural services available to them; and connect them to the community's informal assets, strengths and available supports.

Qualifications, Experience and Skills:

- Degree or diploma in social work, psychology, health services, human services or another related field or work experience related to the role.
- Experience working with newcomers and/or community development activities.
- Proficiency in a second language would be an asset, preferably Punjabi, Hindi & Urdu.
- Strong communication and interpersonal skills: Ability to effectively listen to diverse perspectives, build rapport, and facilitate constructive dialogue.
- Cultural sensitivity: Awareness of different cultural contexts and ability to adapt communication styles accordingly
- Leadership and facilitation skills: Experience in leading group discussions, managing conflict, and guiding decision-making processes.
- Community development knowledge and experience: Understanding of community development principles and best practices and/or experience in participatory action /co-design / collaboration with community
- Analytic/assessment skills: Capacity to collect, analyze, and interpret data to inform understanding of the community and assets; being familiar with the region of Peel and its diversity
- Project management skills: Ability to plan, organize, and execute projects within budget and timelines
- Excellent computer skills with proficiency in Microsoft Office and familiarity with cloud technology

Requirements:

- Possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

Key Responsibilities:

- Working with community members in the catchment area to gather initial data on the strengths and opportunities within the catchment area for social connection
- Develop and facilitate forums for learning and exchange on topics such as local history, Indigenous connections, and community conversations regarding the importance of immigration

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- Engage with service and community stakeholders to develop navigation pathways to informal group activities and service supports for newcomers and other community members.
- Develop relevant plans and support their implementation with volunteers
- Support and contribute to the evaluation, research and communications activities of the project
- Collaborate with a community of practice with others from other organizations in the same role for other catchment areas.
- Responsibility as assigned, complementary to the program and partnership/collaboration with other organizations
- Collect/compile statistics, submit monthly/periodical and narrative reports as applicable.
- Ensure program compliance with OHSA and organizational safety protocols.
- Other related duties as assigned

Hours: Full Time, 37.5 hours per week
(Some evenings and weekends work is required)

Annual Salary Range: \$50,000-\$ 52,728

Position to commence: December 2025

Please submit resume to the Hiring Committee at hr@pchs4u.com.

Please add **Job Posting # CDF-045/2025-26** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, 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 of the recruitment process, please notify Human Resources at hr@pchs4u.com