



1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3
Tel: 416-431-4847 Fax: 416-431-7283 Website: www.safss.org Email: reception@safss.org

Home Visitor

Employer: Settlement Assistance and Family Support Services (SAFSS)

Job City: Scarborough

Job region: Greater Toronto Area

Location: 1200 Markham Rd. Suite 214, Toronto, ON M1H 3C3

(The role will primarily involve traveling for home visits)

Application Deadline: March 31, 2026

Vacancy: 3 (new positions)

Job terms: Full-time (fix-term, 3-year contract)

Wage: \$20.91

Background:

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe nonjudgmental and confidential environment that fosters trust, respect and collaboration.

Summary:

Under the supervision of, and with training and support from, the Program Coordinator, Home Visitors deliver the HIPPY and SMART early childhood development programs to mothers. Supporting them in fostering their children's development and school readiness. This includes working with children approximately 18 months to 5 years of age.



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Home Visitors also participate in the development of their own career plans to support future employment and/or educational opportunities upon completion of the program.

Appointments to this role are for a maximum term of up to three (3) years.

As a requirement of the program, the successful candidate for the Home Visitor position must reside in the West Hill and Kingston-Galloway/Orton Park (KGO) community in Scarborough.

Responsibilities:

- Deliver program HIPPY and SMART curriculum to participating families, including preparing for and role-playing activity packets to support parents in implementation.
- Conduct regular home visits with participating families (including make-up visits as required) to deliver curriculum and support child development and school readiness.
- Participate in the planning and facilitation of group meetings, including role-playing upcoming activities and leading enrichment opportunities for families and children.
- Attend and actively participate in training sessions, in-service training, and other professional and staff development initiatives, including transition planning activities.
- Maintain ongoing communication with the Program/Training Coordinator regarding child and family progress, including emerging needs or concerns.
- Complete and submit all required reports and documentation accurately and in a timely manner, in accordance with program and organizational requirements.
- Participate in program-sponsored events and activities (e.g., field trips, graduations, and family celebrations).
- Maintain accurate and organized records for participating families and support effective program operations.
- Enter and maintain program data in the OCMS and ETO (Efforts to Outcomes) systems to ensure accurate record keeping and reporting.
- Conduct outreach and client recruitment activities to engage eligible families through community networks, events, referrals, and partnerships.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent, combined with relevant work experience or on-the-job training working with families and young children.
- Experience in early childhood education, family support, community outreach, or a related field, with knowledge of child development from infancy to school age.
- Eligibility to participate in the program, with preference given to parents or caregivers of young children.
- Resident of the target community, with familiarity and connections to local families, services, and community resources.
- Strong interpersonal, oral, and written communication skills, including the ability to engage respectfully with families from diverse cultural and linguistic backgrounds.
- Strong organizational and time-management skills, with the ability to manage schedules, adhere to timelines, and coordinate home visits, documentation, and program activities.
- Demonstrated leadership potential, professionalism, emotional maturity, and sensitivity to the needs of the community served.
- Basic computer proficiency, including Microsoft Office (Word, Excel, PowerPoint), email, internet use, and data entry.
- Familiarity with early childhood development frameworks or programs (e.g., HIPPI, SMART, LINC, CNC) is considered an asset. Multilingual abilities are also an asset.
- Ability to meet program and organizational requirements, including valid First Aid and CPR certification, TB test, and a Police Reference Check with Vulnerable Sector Screening.
- Access to a reliable vehicle or public transportation to support program delivery and community engagement.

Reports to: Coordinator

This is a full-time unionized position, based on a 30-hour week schedule from Monday to Friday.

How to apply: Submit your resume and cover letter to: recruitment@safss.org

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.



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To ensure transparency and fairness in hiring, this recruitment process does not utilize artificial intelligence (AI) for candidate screening or selection. Applications will be reviewed by the hiring team.

Only applicants who will be interviewed are contacted.