



NOTICE OF JOB VACANCY (Posted: September 7, 2017 – September 14, 2017)

Job Competition #: 2017-Settlement-33

Position: **Settlement Worker (Women and Seniors)**
Settlement Program – Burnaby
Regular full-time position at 35 hours per week starting immediately

Summary:

Reporting to the Manager – Settlement, assists newcomer immigrant and refugee women and seniors in their adaptation to Canadian society by linking newcomers with communities, organizations and agencies.

Responsibilities:

- Assesses client needs (including strengths and barriers), to develop an individualized settlement plan which outlines a strategy to achieve settlement success based on identified needs, available services and community supports.
- Provide orientation services based on assessed client needs to ensure a basic awareness of Canada, BC, and the local community; including public systems and services such as housing, health, transportation, education, and rights and responsibilities.
- Identifies, recruits and interviews prospective participants to assess readiness for the targeted women's leadership and training program. Assesses accepted participants' strengths and barriers in order to customize program content to meet participants needs.
- Promotes and markets the program internally and through community partners such as LINC teachers and other community agencies working with immigrant and refugee women.
- Coordinate peer-support groups by performing such activities as booking speakers and rooms. Support graduates of the women's program in the coordination and delivery of support groups.
- Performs service bridging by serving as a resource to clients and staff of external agencies regarding cultural interpretation on issues, client needs and related projects and services.
- Enters client information and service interventions into centralized database as client service occurs. Provides input to narrative reports as required.
- Participate in approved sectoral and community networks.
- Performs other related duties as assigned.

Qualifications:

Diploma in the Social Sciences, counselling or a related discipline supplemented by a minimum one to two (1 - 2) years of experience in a client-oriented position, preferably in an immigrant settlement services field **OR** an equivalent combination of education, training and experience acceptable to the employer. Fluency in a targeted second language may be required.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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Skills and Abilities:

- Demonstrated ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who come from differing cultural and linguistic backgrounds.
- Proficiency in MS Word.
- Demonstrated ability to manage time and resources effectively.
- Current knowledge of settlement and integration issues facing immigrant and refugee women and seniors.
- Demonstrated experience in developing, organizing and facilitating workshops, groups and special events.
- Ability to set and maintain boundaries with clients and manage self-care.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Physical ability to carry out the duties of the position.

Applications **must** include "2017-Settlement-33" in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Thursday, September 14, 2017

Salary Range: \$23.11 - \$25.25 per hour (based on training and qualifications)

ISSo/BC offers to eligible staff an outstanding medical and employer-matched RRSP benefits.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.