



**Settlement Facilitator, BC SAF HAVN Settlement
(Posted: March 28, 2024 – April 11, 2024)**

Job ID #: 24037-BC SAF HAVN

Position: Settlement Facilitator (Arabic, Farsi, Dari or Spanish an asset)
Settlement Services – Burnaby/Vancouver
Regular full-time position at 26 hours per week starting April, 2024

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:

Reporting to the Manager – SAF-HAVN promotes pre-settlement process through delivery of key workshops and Canadian life skills group sessions utilizing approved curriculum, either in-person or online. Provides support to clients in accessing digital group services.

How You'll Make a Difference

- Facilitate workshops either onsite or online in either group or individual settings tailored to the clients' pre-settlement and housing needs.
- Engage workshop clients in a variety of instructional methods such as role-playing, team exercises, group discussions and multi-media presentations. Review, evaluate and improve workshops to ensure effectiveness, relevance, and quality to support clients in the settlement and integration process.
- Referral to settlement, employment or language supports, as well as external partners as appropriate.
- Recruitment and promotion of workshops.
- Tracks participant attendance in ISSofBC's client resource management database NewTrack.
- Participates in staff meetings, and staff training as required.
- Performs other related duties as assigned.

What You Bring:

Certificate or diploma in a relevant field with a minimum of 1-year prior facilitation training or experience OR an equivalent combination of education, training. **Arabic, Farsi, Dari or Spanish an asset.**

What Makes You a Change Maker

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clients, staff and the public who may come from differing cultural, linguistic and/or socio-economic backgrounds.
- Demonstrated experience facilitating workshops and/or groups.
- Understanding of adult learning.
- Familiarity with local systems and navigating government services.
- Proficiency in all aspects of Microsoft Office Suite.
- Possession of and the ability to maintain a clear Criminal Record Check.

ISSofBC Value Proposition

- Expected Starting Range: \$22.90 - \$25.20. *Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Accrued vacation and other paid leave benefits based on eligibility
- Extended health and dental benefits upon joining
- Employee and Family Assistance Program (EFAP)
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

Applications must include "24037-BC SAF HAVN" in the subject line and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview. **Closing Date: By 4pm, April 11, 2024.**

If you are passionate about making a difference, apply now!