

Settlement Practitioner - Regular - Part-time

JOB OVERVIEW

As a member of the settlement program team, the Settlement Practitioner is responsible for helping newcomers to Canada settle in the community of Prince George. The Settlement Practitioner is responsible for providing quick information, orientation, referrals, counseling, assisted access to services, life skills and educational programs/courses, and community connections delivered within the program requirements.

QUALIFICATIONS

Education and Experience:

- University degree in human services, business or related field or equivalent qualifications and work experience
- A Settlement Worker Certificate or equivalent desirable
- Certified Career Development Practitioner is desirable
- Experience in social services or vocational/career counseling especially in a cross-cultural context is desirable
- Speaking and writing either Ukraine or French

Knowledge, Skills, Abilities:

- Knowledge of community resources and services
- Knowledge of vocational guidance and career counseling
- Ability to work in a multicultural, multilingual and multiracial setting
- Demonstrated cross-cultural communication skills
- Interview, assessment, analytical and problem solving skills
- Excellent oral and written English language skills
- Professional maturity and judgement

DUTIES/RESPONSIBILITIES

Reports to: Program Delivery Manager

Core Duties:

- Interview clients to obtain case history and background information
- Determine eligibility for services
- Provide accurate and timely information that will assist clients to develop a settlement plan suitable to their needs

- Advise and provide ongoing support for clients with respect to settlement/employment issues
- Provide periodic assessments of client's progress in the settlement/employment process
- Assist clients to locate and utilize community resources that IMSS does not provide, such as housing, education, employment and transportation
- Where possible provide interpretation and translation services for clients such as:
 - Translating documents related to employment, educational and legal matters
 - Interpreting for clients with other agencies or service providers
- Follow up with clients to ensure they are becoming more independent and are able to make informed decisions, enjoy their rights, and act according to their responsibilities
- Maintain accurate and complete client files
- Refer clients to other social services and connect clients with the community through various activities and events
- Refer clients to training programs and workshops to develop knowledge and skills that will help them become productive members of Canadian society
- Prepare and submit requested program reports

Other responsibilities:

- Attend settlement meetings
- Assist supervisor in program planning and evaluation
- Conduct outreach sessions as required
- Perform other duties as assigned

Agency: Immigrant & Multicultural Services Society of Prince George

Salary hourly rate: \$23.12 (as per BCGEU collective agreement)

Hour of work: 25 hours a week

Current hours of work: Regular - Part-time - Monday to Friday

Start date: As soon as possible

Applications will be accepted until the position is filled– Only selected applicants will be contacted.

No phone call please.

BCGEU: "This position requires union membership".

To apply: E-mail your resume and cover letter to Frank Robertson frankr@imss.ca