

**Job Title: Settlement Worker (Language Specific – Arabic)**

**Start Date: January 31, 2022 – March 31, 2022 (Term Position)**

**Hours: 17.5 hours per week (0.5FTE) – Hybrid Position – some in-person may be required**

**Rate of Pay: $26.52 per hour**

**Summary:**

Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a part-time Settlement Worker to join our team, particularly to strengthen the settlement and integration process of newcomers who speak Arabic.

**A bit about you:** You see the importance and strength of newcomers in our communities, and their role in contributing to the health and vitality of Canadian society. Your experience demonstrates a strong personal and professional understanding of settlement and integration process, and bring an anti-oppression and social justice lens to your work. Candidates should be excited about an opportunity to provide day-to-day support and services for new immigrants and refugees through Kiwassa’s Settlement Program. This is an opportunity to help newcomers build their futures, and strengthen relationship-building with other settlement services agencies and community programs across the region.

**Responsibilities:**

* Initiate community outreach and engagement strategies to share and promote program services for newcomers.
* Help create a welcoming and inclusive community, where newcomers can find services, connections and knowledge that will enable their success and inclusion.
* Collaborate and build relationships with other community agencies and settlement service providers.
* Maintain confidential client case files with timely and accurate records management and electronic data entry, analysis and reporting to support learning and compliance through House.
* Proficient in iCARE, IRCC requirements and BCSIS reporting system.
* Provide settlement and employment-related orientation to clients through one-to-one and group activities and workshops.
* Assist with client case-load management- conduct related intake, initial needs assessments and referrals to a range of services for portfolio of newcomer clients.
* Assist with individualized action plans, provide monitoring, evaluation and ongoing support and coaching and linking to community and employment opportunities.
* Maintain current inventory of resources for newcomers.
* Stay up-to-date on trends in settlement policy and practice.
* Work to effectively integrate settlement services with in-house and community programs.

**Qualifications:**

* Personal and professional experiences in settlement and integration of newcomers in Canada.
* Minimum two years of work experience providing community-based settlement services.
* Minimum three years of relevant post-secondary education/training, or equivalent combination of education and experience.
* Superior organizational and administrative skills.
* Experience working with client database systems, including data entry, analysis and reporting. Knowledge of iCARE ideal.
* Experience in assessing client needs and completing and monitoring settlement action plans.
* Demonstrated experience in design, delivery and facilitation of group presentations and workshops.
* Good knowledge of community resources, services and programs available to newcomers.
* Fluency in English AND Arabic.

**Skills and Abilities:**

* Demonstrated ability to effectively deal with people from diverse personal and professional backgrounds
* A passion for helping people find a sense of belonging and connection to community
* Strong written and oral communications skills
* Will be knowledgeable about the Canadian legal, political, cultural, employment, educational, and economic systems, and the community resources that are available for clients;
* Working knowledge of standard office equipment and software applications (word processing and spreadsheets)
* Current and satisfactory Criminal Records Check

**Applications will be reviewed on a rolling basis. Deadline: January 25th, 2022**

Interested applicants are requested to submit a resume to: [dir.settlement.employment@kiwassa.ca](mailto:dir.settlement.employment@kiwassa.ca)

We thank all applicants for their interest. However, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkwəy̓əm (Musqueam) Nations.

[www.kiwassa.ca](http://www.kiwassa.ca)