



# Settlement Worker

## Immigrant Services

### Temporary Part Time - 28 hours per week

January 3rd to March 31st, 2017

#### **Position Summary:**

To support immigrants and their families to understand, navigate and access social and economic systems in order to ensure their successful settlement and integration. To provide direct client services and manage a client case load.

#### **Qualifications:**

##### *Education, training & experience*

- A post-secondary diploma in Human Services or related field.
- Proficiency in a second language an asset.

##### *Job Skills & Abilities*

- One year recent related experience working in immigrant services and employment services or an equivalent combination of education, training and experience.
- Ability to establish trusting relationships; strong facilitation skills; conflict resolution, mediation and advocacy.
- Knowledge of community resources and the local labour market.

#### **Duties & Responsibilities:**

- Provide direct client services, gather information relevant to client's situation and review it to identify problems, needs and risks. Develop and implement individualized action plans and assist in problem solving and identifying appropriate services and resources.
- Provide guidance, instruction and skill building to clients such as life skills and social skills; model appropriate behavior.
- Track services provided and enter information into databases.
- Maintain related records in accordance with established policies and produce statistical reports as required.
- Maintain appropriate information exchange with the Immigrant Services team to support client case management.
- Maintain appropriate information exchange with relevant community agencies and professionals to support local service coordination and facilitate referrals from other settlement/non settlement agencies
- Maintain and provide current information on community resources as well as employment related information.
- Facilitate orientation workshops

#### **General:**

- Wage rate as per BCGEU Collective Agreement Grid Level 10: \$16.81 / hour
- This position requires union membership.
- This position is open to all persons
- This position requires successful completion of criminal record check.
- Requires use of personal vehicle in good running condition and appropriate insurance
- This position reports to the Supervisor, Immigrant Services.

**Please mention the name of the job position you are applying for in your cover letter.  
NO phone calls. Only short listed applicants will be contacted.**

**Please submit your cover letter and resume to:**

Matthew Lutz, Human Resources Coordinator  
Chilliwack Community Services  
45938 Wellington Avenue, Chilliwack, BC V2P 2C7  
Fax: 604.792.6575 Email: [careers@comserv.bc.ca](mailto:careers@comserv.bc.ca)

**Closing Date:** 12:00 Noon, December 14, 2016