



Internal & External Settlement and Work Access Worker



POSITION: Settlement and Work Access Worker

DEPARTMENT: Family and Settlement Services

POSITION FUNCTION:

Under the supervision of the Refugee Settlement and Integration Program Coordinator, Settlement and Work Access Worker provides direct clients service and program delivery support for refugees and refugee claimants. Through integrated services approach, the Settlement and Work Access Worker provides one-on-one detailed needs assessment and referrals, one-on-one information and orientation, group information and orientation, guided pathway support, community connections, client outreach, service bridging, resource development, and delivery assistance to eligible clients. The Settlement and Work Access Worker also provides basic employment related information that includes: applying for a work permit, applying for a social insurance number, providing basic information about the labour market, providing employment information to persons with no status prior to making refugee claims and during the refugee claim process.

QUALIFICATIONS:

- A Bachelor's degree in Social Services, Humanities, or Counselling or High School completion and/or equivalent knowledge, skills and life experience.
- Some experience (1-2 yr.) in social service and group facilitation; and experienced in establishing professional boundaries with clients.
- Working knowledge of the refugee claimants and refugee experience, and empathetic listening and service linking techniques;
- Knowledge of the Canadian legal, political, cultural, labour, educational, and economic systems;
- Knowledge relating to a specific ethnocultural minority community and the community resources that are available for clients.
- Working knowledge of standard office equipment and software applications (word processing and databases, i.e OCMS support).
- Ability to speak read and write in fluent English and in an additional language (Arabic/Kurdish); and basic computer skills.
- Knowledge in counselling skills, group facilitation skills, advocacy skills and organizational skills
- Knowledge in developing and delivering workshops
- Knowledge working with people of diverse backgrounds
- Ability to work independently and as part of a team

OTHER REQUIREMENT:

- Current and satisfactory Criminal Record Check
- Access to and use of a vehicle which has business use insurance coverage

HOURS: 28 hours per week. The worker works in various locations including the Fraser Valley.

STARTING PAY: \$21.20 to 21.84 per hour, depending on qualifications and experience

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

TERM: Permant contract dependent on government funding.

RESUMES TO: ATTN: **Alexandra Dawley**, Coordinator, Refugee Settlement and Integration Program at adawley@mosaicbc.org

To be considered for this position, candidates must include a cover letter demonstrating relevant work experience.

Please reference “**Settlement and Work Access Worker**” in the subject line of your application and submit via email (WORD / PDF format).

DEADLINE: Open until the position is filled

NOTE: Only those selected for an interview will be contacted. **No telephone calls please.**

Posting Date: December 19, 2018

MOSAIC is committed to promoting equal employment opportunities for all members of the community.

