POSITION: Settlement Worker – Refugee Sponsorship

DEPARTMENT: Family and Settlement Services

POSITION FUNCTION:
Under the direct supervision of the Coordinator of MOSAIC’s Refugee Sponsorship Program, the Settlement Worker provides direct client service and program delivery support. The Settlement Worker provides one-on-one detailed needs assessment and referrals, information and orientation, group orientation and information, guided pathway support, community connections, client outreach, service bridging, resource development, and delivery assistance to eligible clients. Other duties include completing forms and applications, assist with Interview preparation, contacting clients overseas, providing online support at times during evening and weekend hours, and performing other duties as assigned by the Coordinator of Refugee Sponsorship Program.

QUALIFICATIONS:
• Working knowledge of Canada’s private refugee sponsorship program, public affairs and relations, social marketing, settlement services for immigrants and refugees, community building, team building, knowledge relating to the community resources that are available for clients.
• Basic computer skills and working knowledge of standard office equipment and software applications (word processing and databases). Knowledge of using WhatsApp, ZOOM, Teams and other similar applications.
• Good interpersonal and team building skills, positive outlook, able to persevere under challenging circumstances, able to stay calm under pressure
• Bachelor’s Degree in Social Services, Humanities, or Counselling or a related field, or high school completion and a certificate or diploma or course work in related fields, or a combination of training and experience in an area related to the refugee sponsorship program.
• Some experience (1-2 yr.) in social service and group facilitation; and experienced in establishing professional boundaries with clients and advocates.
• Access to and use of a vehicle (which has business use insurance coverage) an asset
• English communication skills, other languages an asset. (Preferably, Arabic, Bengali, Kurdish, Persian, Pashto, Rohingya, and/or Tamil)

HOURS: 35 hrs per week

STARTING PAY: $22.49 to 23.86 per hour, commensurate with level of 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.

**RESUMES TO:** MOSAIC  
Attn: SAH@mosaicbc.org  
Please use “Settlement Worker – Refugee Sponsorship Program” in the subject line

**DEADLINE:** 5 PM, October 15, 2020 or until position is filled

**NOTES:** Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

**Posting Date:** October 5, 2020

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