



Internal/External Employment Opportunity Resettlement Case Worker (Afghan Response Initiative)

POSITION: Resettlement Case Worker (Afghan Response Initiative)

DEPARTMENT: Private Sponsorship of Refugees Program

POSITION FUNCTION:

Under the supervision of the Afghan Response Initiative Coordinator, the Resettlement Case Worker provides critical guidance and support to relatives and private refugee sponsorship groups as they prepare, submit, and undertake private refugee sponsorship applications.

MOSAIC is a Sponsorship Agreement Holder (SAH) with the Canadian Government, supporting refugees to resettle to Canada through Canada's Private Sponsorship of Refugees (PSR) Program. Since 2017, MOSAIC has been involved with the private sponsorship of over 400 refugees in need of resettlement. Our attention to detail and has been recognized by the United Nations Refugee Agency and government bodies in Canada and abroad.

The Resettlement Case Worker will play a critical role in carrying out this important work. This will include but is not limited to:

- Corresponding and meeting with sponsoring families and groups about issues surrounding the private refugee sponsorship of relatives abroad
- Supporting the preparation of key sponsorship documents required to submitting applications.
- Maintaining databases of cases in process, submitted, and in post-arrival phases
- Meeting with ethno-cultural, faith and community groups about sponsorship issues.
- Providing private refugee sponsorship groups with key information, resources, and problem-solving support related to overseas processes (pre-arrival) and settlement and integration (post-arrival).
- Leading initial settlement services for newly arrived privately sponsored refugees and a warm handoff to IRCC funded settlement services within MOSAIC.

QUALIFICATIONS:

- Strong attention to detail and able to set clear yet friendly professional boundaries
- Awareness of private sponsorship and passion for impacting the lives of refugees
- Bachelors Degree or equivalent combination of education/experience will be accepted.
- Supporting the preparation of key sponsorship documents required to submit applications
- Follow through on daily email correspondence and items needing attention with Co-Sponsors
- Update and maintain files, excel sheets, and documentation
- Proficiency in Microsoft Office (advanced Excel skills essential) and the ability to operate standard office equipment



- Experience working in a cross-cultural environment; experience delivering direct service preferred.
- Strong understanding of confidentiality and privacy of client information
- Have the ability to speak, read and write in fluent English, a secondary language will be considered an asset (in particular, Farsi or Pashto).
- Empathetic, respectful and discrete; remains tactful and patient during stressful situations
- Highly organized and flexible
- Strong cross-cultural communication skills
- Current and satisfactory Criminal Record Check
- Experience working with people of diverse backgrounds
- Ability to work independently and as part of a team

HOURS: 35 hrs per week. This position is based in our Vancouver location.

Please note, this position will run until March 31st, 2024 with opportunity for renewal dependent on need and funding.

STARTING PAY: **\$26.00 - \$29.30 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.

RESUMES TO: Refugee Sponsorship Specialist - jwilmot@mosaicbc.org

To be considered for this position, candidates must include a cover letter demonstrated relevant work experience. Please reference “ARI Resettlement Case Worker” in the subject line of your application and submit via email (PDF format).

DEADLINE: Until position is filled

Posting Date: 3 August, 2022



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