



Position: **Newcomer Settlement Worker**
Report to: Manager of Settlement Services

Term: Contract to March 31, 2018 with the potential for renewal

Under the direction of the Settlement Manager, the Newcomer Settlement Worker will be responsible for assisting newcomers integrate into the St. Thomas-Elgin community. They will support settlement staff and volunteers to assist individuals and families as they move forward on their settlement plans by providing one on one supports on site and in the community. The Newcomer Settlement Worker will also be responsible for organizing group information and orientation sessions including for youth. They will connect newcomers with community partners and resources as they resettle and make a new life in Canada.

Qualifications for Settlement Worker:

- Post-secondary education in a related area.
- Fluency in English and a second language considered an asset.
- Must possess and demonstrate cultural awareness and some knowledge of current immigration issues.
- Strong office administration, communication, and organizational skills.
- Experience working with youth.
- Must possess knowledge of services and supports available in the St. Thomas and Elgin County community.
- Computer skills to include Microsoft Office Suite and Internet research proficiency.
- Able to work independently with minimal supervision.
- A valid driver's license and a reliable vehicle.

Program activities and Responsibilities for Settlement Worker:

- Support the Settlement Team with the delivery of Needs Assessment, Information and Orientation, and Referral Services based on clients' needs
- Referrals to Community – Provide guidance to individual and newcomer groups to navigate community resources and services offered including housing, health, education, culture, religion, banking, legal, and recreational. When needed, attend community supports with individuals or families.
- In collaboration with Settlement Staff, develop and facilitate group sessions for newcomers based on community needs including activities specific to youth. This could include working with community partners to arrange guest speakers on settlement related topics at various sites.
- Establish clearly defined and effective course of action to establish short and long-term work objectives. These will be reviewed and discussed at team meetings.
- Create clear and concise reports on Information and Orientation Sessions and activities.
- Complete administration duties, reports, and statistics as required.
- Be available for further training as offered.

Apply for Settlement Worker:

To apply for this position, please send your resume and cover letter to mforcier@employmentserviceselgin.ca

** Please put the job number in the subject line

We thank all applicants who apply, but only qualified candidates will be contacted.

The YWCA St. Thomas-Elgin is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We welcome applications from all qualified persons. If you require accommodations, please notify us and we will work with you to meet your needs.