

Placement School Settlement Program- Position Description

Purpose:	To assist newcomer families and youth with their settlement needs and integration process. CultureLink works within an anti-oppression framework and is committed to equity.
Title:	Student Placement- SWIS
Location:	Schools GTA
Key Responsibilities/benefits:	<p>The student placed in this program will have the responsibilities listed below. All activities will be performed under the supervision of CultureLink's staff:</p> <ul style="list-style-type: none"> • Promote the CultureLink SWIS program and establish positive relationships with CultureLink's staff and school personnel • Outreach clients • Gain knowledge and skills to perform needs assessment to identify the needs of immigrant families and youth in selected elementary and secondary public and catholic schools • Improve their knowledge of community resources • Improve their understanding and sensitivity to issues affecting newcomers • Provide information and referrals to meet the needs of newcomer families • Follow up with clients as requested • Develop program planning skills to organize and facilitate group sessions/workshops • Be familiar with statistical and progress reports • Participate in staff meetings and agency events • Other duties as assigned by assigned supervisor.
Reports to:	Assigned supervisor.
Length of Appointment:	At any time during the school year.
Time Commitment:	Open.
Requirements:	<ul style="list-style-type: none"> • Up to date Vulnerable Police Reference Check. • Note from family doctor as proof of the TB test. • Commitment to anti-racism and combating other forms of discrimination • Ability to work cooperatively as part of a team and to give input into program
Application Process:	<ul style="list-style-type: none"> - Send resume and cover letter to Claudia Rivera, Placement Coordinator at crivera@culturelink.ca; documents shall be sent at least one month and a half ahead of placement start date. - An interview will be scheduled with potential supervisor.

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	<ul style="list-style-type: none">- If staff and student are willing and able to work together, then the student will fill out the student placement application form; will sign the confidentiality agreement and will submit all required documents.- An on-boarding session will be scheduled with the student and the Student Coordinator to provide orientation on Student Placement Policy, Agency Overview, Health and Safety procedures, and agency tour.- Student will then be placed with staff. A learning plan has to be in place which the student will develop with staff feedback and guidance.- Future activities include field instruction, monitoring and evaluation.- An electronic exit evaluation is done at the end of the placement to evaluate the student level of satisfaction and to request feedback to improve our practice.
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