

## Placement School Settlement Program- Position Description

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

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|  | <ul style="list-style-type: none"><li>- 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.</li><li>- 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.</li><li>- 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.</li><li>- Future activities include field instruction, monitoring and evaluation.</li><li>- 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.</li></ul> |
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