

**Job Posting – Program Worker  
Summer Settlement Program (SSP)  
Classification A  
35 hours/week, 4 weeks contract: July 2, 2018 – July 31, 2018  
Internal and External Posting**

Posting Date: May 18, 2018

CultureLink Settlement and Community Services is seeking one 35 hours/week contract position for the Summer Settlement Program (SSP). The SSP Program Worker is part of CultureLink's SSP Program and reports to the Program Manager, SSP. The successful candidate will be responsible for in-depth outreach and program promotion towards assisting youth with their settlement needs and integration process. **CultureLink works within an anti-oppression framework and is committed to equity.**

**Responsibilities/Tasks**

- Promote the CultureLink SSP program and establish a positive working relationship with other community and partner agencies;
- Plan all aspects for SSP youth-focused group sessions for youth from all cultural groups;
- Develop partnerships to support group sessions as appropriate;
- Perform comprehensive outreach in the community in collaboration with the SSP team; knowledge and understanding of IRCC funded programs;
- Provide peer support to SSP team members with group orientation sessions as needed;
- Provide information and orientation services and assistance to meet newcomer needs, and make appropriate referrals as the need arises; follow-up with clients as required;
- Engage with various social media, regular tweets, photo taking;
- Reach target deliverables for the month of July;
- Timely input data into OCMS database; iCare; track internal referrals;
- Manage pro-active, positive relations with SSP staff team;
- Prepare and submit reports to supervisor in a timely manner as required;
- Participate in program and agency meetings or leadership when called upon or initiated;
- Develop and facilitate with others program initiatives;
- Other duties as assigned by the supervisor.

**Qualifications:**

- Post-secondary degree in human services or a related field or combination of equivalent education and experience;
- Progressive 3-5 years of practical experience in direct provision of settlement services, i.e., one-on-one counselling and group sessions; experience working with newcomers and diverse populations;
- Excellent knowledge of youth-serving organizations in the community;
- Pro-active networking skills to perform effective outreach;
- Research skills to locate necessary resources and knowledge and ability to develop presentations based upon requirements;
- Ability to establish and maintain effective working relationships with team, agency staff, partner agency personnel;
- Proven problem-solving and conflict mediation skills;
- Cultural competence; ability to bridge cultures;
- Strong program planning skills, and proven track record in identifying effective programs that address the needs of immigrant families and youth;
- Strong oral and written communication skills in English;
- Self-directed and confident;
- Proficiency in Mandarin or a second language would be considered an asset;
- Commitment to anti-racism, anti-oppression and combating other forms of discrimination;
- Police reference check and a note from family doctor as proof of the TB test are required.

This position is remunerated at \$25.47 – 27.01 per hour. The deadline of submission for internal and external applicants is May 28, 2018 by 5:00 pm. We thank all applicants for their interest in the position, however, only candidates selected for an interview will be contacted.

If you are interested in this position, please submit your cover letter and resume by email to Office Manager at [jobs@culturelink.ca](mailto:jobs@culturelink.ca), quoting reference number CLU-2018-27. For more information visit [www.culturelink.ca](http://www.culturelink.ca)

**This is a Bargaining Unit Position**