

**Job Posting – Short-Term Project Worker
Summer Settlement Program (SSP)
Classification A/35 hours/week
Contract 2 weeks: July 3, 2018 – July 16, 2018 with possibility of extension
Internal and External Posting**

Posting Date: June 22, 2018

CultureLink Settlement and Community Services is seeking one 35 hours/week contract position for the Summer Settlement Program (SSP). The project 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 to establish a positive working relationship with the 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 of client work into OCMS database; tracking internal referrals; iCare
- 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; leadership when called upon or initiated;
- Shared development and facilitation of program initiatives;
- Other duties as assigned by supervisor.

Qualifications:

- Post-secondary degree in human services related field or combination of equivalent education and or 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. We will consider applications on a rolling basis until the deadline. The deadline for all applications is June 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 the Office Manager at jobs@culturelink.ca, quoting reference number CLU-2017-42. For more information visit www.culturelink.ca

This is a Bargaining Unit Position