

## **SETTLEMENT PRACTITIONER (PART-TIME)**

### **JOB OVERVIEW**

As a member of the settlement program team, the Settlement Practitioner is responsible for helping BC Settlement and Integration Services (BCSIS) clients settle in the community of Prince George. The Settlement Practitioner is responsible for providing quick information, orientation, referrals, counseling, assisted access to services, life skills and educational programs/courses, and community connections delivered within the program requirements.

### **QUALIFICATIONS**

- Minimum certificate or diploma in Arts or Human Resources field or an equivalent combination of education and experience
- Knowledge of community resources and services
- Ability to work in a multicultural, multilingual and multiracial setting
- Professional maturity and judgement
- Interview, assessment, analytical and problem solving skills
- Demonstrated cross-cultural communication skills
- Computer literacy
- Excellent oral and written English language skills
- Ability to speak other languages an asset
- A valid BC driver's license and reliable transportation

### **DUTIES/RESPONSIBILITIES**

**Reports to:** Settlement Coordinator

- Follow instructions of the settlement coordinator
- Interview clients to obtain case history and background information
- Determine client eligibility and assess clients' needs and strengths
- Provide professional, accurate and timely information, and assist clients to sort out options and develop plans of action related to settlement while providing necessary support and assistance
- Maintain knowledge of Canadian immigration policy and updates on federal and provincial information on service delivery
- Advice and support clients with respect to settlement issues
- Assist clients in locating and utilizing community resources that IMSS does not provide
- Interpret for clients and service providers in other organizations
- Provide client access to multiple life skills, training programs and workshops
- Refer clients to other social services, connect clients with the community through various activities and events

- Follow up with clients in order to ensure that they are informed of all their appointments and invite them to participate in events and activities
- Maintain accurate and complete client files
- Assist the Settlement Coordinator in program planning and evaluation
- Conduct outreach sessions as required
- Attend professional development sessions
- Perform other duties as assigned

**This position will remain open until it is filled.**

**To apply, qualified applicants please e-mail a cover letter and resume to : [imss.pg@imss.ca](mailto:imss.pg@imss.ca)**

**\*Only selected applicants will be contacted. No phone calls please.**