

Settlement Practitioner (Full Time)

JOB OVERVIEW

As a member of the settlement program team, the Settlement Practitioner is responsible for helping newcomers to Canada 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

- A Bachelor Degree in the Arts and Human Services Field or relevant qualifications and work 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
- Commitment to anti-racism and ethno-cultural equity principles
- 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

Report to: Senior Settlement Practitioner/Settlement Coordinator

- Interview clients to assess clients' needs
- Determine client eligibility
- 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
- Provide client access to multiple life skills, training programs and workshops
- Interpret for clients and service providers in other organizations
- Translate documents related to employment, educational and legal matters that are necessary for immediate settlement
- Refer clients to other social services, connect clients with the community through various activities and events
- Follow up with clients in order to ensure clients are becoming more independent and able to make informed decisions, enjoy their rights, act according to their responsibilities
- Maintain accurate and complete client files
- Submit all required reports on time
- 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

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