

# Part-time Settlement Workers in Schools

## JOB OVERVIEW

As a member of the settlement program team, the Settlement Worker in School (SWIS) is responsible for helping newcomer students and their families to Canada settle in the community of Prince George. The SWIS 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, especially Canadian education system and local elementary and high schools
- 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
- Full BC Driver License

## DUTIES/RESPONSIBILITIES

### Report to: Senior Settlement Practitioner

- Establish and maintain contact with newcomer students and their families in order to determine their needs
- Provide information and orientation about Canadian culture, service systems, and the BC Education system to newcomer families in order to enhance the settlement process
- Facilitates communication between school, home and community agencies. Arranges for interpreting and translation services when required.
- Liaise between school staff and newcomer students and their families by providing cultural awareness. Orient school staff on settlement related issues.
- Documents case notes and maintains files, records data, updates files. Ensure appropriate and confidential handling of client information and files with the use of binders, file folders or laptop as appropriate
- Provide information support and referral to newcomer students and their families on health improvement and life skills development.
- Maintain updated information on services, resources and policies that are relevant to the school and community settlement process

- Provide information, guidance and encouragement in order for newcomer families to advocate for the educational needs of their children and to foster client independence and empowerment
- Network with other settlement workers and community services.
- Participate on committees, attend workshops and conferences as approved by the program coordinator
- Meet with school staffs, counselors, ESL teachers, and school based teams as required to explain program services and to assist with hard to reach families and difficult cases.
- Refer situations with parents and family members requiring mental health counseling, career counseling, or conflict mediation as appropriate.
- Develop and prepare newcomer settlement packages for distribution to newcomer families.
- Research and present information on multicultural issues as needed.
- Assists newcomers in filing out a variety of forms when required.
- Submit all required reports on time
- Conduct outreach sessions as required
- Perform other duties as assigned

**DEADLINE OF APPLICATION**

February 8<sup>th</sup>, 2019

**Apply for this job, please send your resume and cover letter to:**

imss.pg@imss.ca