

SETTLEMENT PRACTITIONER – Regular, Part-time, term

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 timely and accurate information, orientation and counseling, and referrals to additional educational programs/courses, and community resources that will facilitate the client's settlement progress.

DUTIES/RESPONSIBILITIES

Reports to: Program Delivery Manager

Core Duties:

- Interview clients to obtain case history and background information
- Determine eligibility for services
- Assess clients' needs and strengths
- Provide accurate and timely information that will assist clients to develop a settlement plan suitable to their needs.
- Advise and provide ongoing support for clients with respect to settlement issues.
- Provide periodic assessments of client's progress in the settlement process.
- Assist clients to locate and utilize community resources that IMSS does not provide, such as housing, education, employment and transportation.
- Where possible provide interpretation and translation services for clients such as:
 - Translating documents related to employment, educational and legal matters
 - Interpreting for clients with other agencies or service providers
- Follow up with clients to ensure they are becoming more independent and are able to make informed decisions, enjoy their rights, and act according to their responsibilities
- Maintain accurate and complete client files
- Refer clients to other social services and connect clients with the community through various activities and events
- Refer clients to training programs and workshops to develop knowledge and skills that will help them become productive members of Canadian society.
- Conduct outreach sessions as required

Other Duties and Expectations:

- Attend staff meetings
- Submit reports as requested by managerial staff
- Assist supervisor in program planning and evaluation
- Perform other duties as assigned

QUALIFICATIONS

Education and Experience:

- A Bachelor Degree in the Arts or Human Services or equivalent qualifications and work experience
- A Settlement Worker Certificate or equivalent desirable

- Experience in social services especially in a cross-cultural context desirable

Knowledge, Skills, Abilities:

- Ability to work in a multicultural, multilingual and multiracial setting
- Demonstrated cross-cultural communication skills
- Interview, assessment, analytical and problem solving skills
- Excellent oral and written English language skills and computer literacy
- Professional maturity and judgement
- Knowledge of community resources and services

Desirable:

- Oral and written proficiency in at least one other language, such as French, Chinese, Hindi, Punjabi, Tagalog, Spanish or Arabic

Salary: \$22.44 per hour (as per BCGEU collective agreement)

This position will remain open until it is filled.

**To apply, qualified applicants please e-mail a cover letter and resume to: Frank Robertson
<frankr@imss.ca>**

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