

## Job posting, External (Contract)

**Job title:** School Settlement Worker  
**Classification:** A (Program Worker)/Contract  
**Compensation:** \$26.48 – 28.10 per hour  
**Hours:** 35 hours per week  
**Start / End Date:** November 27, 2020 to January 27, 2021  
**Reports to:** Manager, Settlement Workers in Schools

**Posting Date:** November 23, 2020  
**Reference Number:** CLU-2020-18  
**Deadline to apply:** November 26, 2020; 5:00 p.m.

To apply, submit your cover letter and resume by email to the Office Manager at [jobs@culturelink.ca](mailto:jobs@culturelink.ca), quoting the reference number.

CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

### Job Summary:

The School Settlement Worker implements the Settlement Workers in Schools (SWIS) program from September to June, and the Summer Settlement Program (SSP) in July and August. SWIS provides needs assessment, referrals and follow-up support to clients, and information and orientation sessions to individuals and groups. Goals are to assist clients in understanding the Canadian education system and various Canadian customs and institutions and to help clients make informed settlement decisions. SSP provides assistance and group orientations related to housing, transportation, social and health services.

The School Settlement Worker works out of an office space in one or more schools and travels to other locations on an itinerant basis. Maintaining positive relationships with school administration, teachers, support staff and CultureLink colleagues is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide events.

### Duties

- Review client background information, interview clients to obtain case history and prepare intake reports
- Assess clients' relevant skill strengths and needs
- Assist clients to sort out options and develop plans of action while providing necessary support and assistance
- Refer clients to other social services or assist clients in locating and utilizing community resources including legal, medical and financial assistance, housing, employment, transportation, day care and other services
- Meet with clients to assess their progress, give support and discuss any difficulties or problems
- Implement workshops and group activities
- Co-ordinate volunteers
- Maintain program statistics

### Required Work Capacities

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting (files, laptop, and program supplies up to 5 kg); working in an open office
- Non-physical demands: travel between worksites; occasional deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional situations; working closely with the public, with clients and with colleagues
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

### Qualifications

- Post-secondary program or degree in a relevant field or a combination of equivalent experience and education
- Three years of community work experience
- Satisfactory Vulnerable Sector Screening within the past six months
- Fluency in languages other than English is an asset