

Job posting, External

Job title: Program Worker, Summer Settlement Program
Classification: A, Leave of Absence contract
Compensation: \$27.01 - \$28.66 per hour
Hours: 35 hours per week
Start / End Date: Two positions: July 4 – July 29, 2022 and July 8 – July 29, 2022
Reports to: Manager, Settlement Workers in Schools

Posting Date: June 1, 2022
Reference Number: CLU-2022-15
Deadline to apply: June 15, 2022, 5pm

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number. Applications will be reviewed and interviews conducted upon receipt of applications.

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 Summer Settlement Program (SSP) provides group orientations and information sessions to newcomer youth and adults, related to housing, transportation, social and health services. Working on a tight timeline, the Program Worker is responsible for developing activities, recruiting newcomer clients to attend, and reporting on results, all within the period of the contract.

Successful candidates will have existing networks of newcomers who are new to CultureLink and eager to take advantage of the agency's programming. Maintaining positive relationships with CultureLink colleagues and external partners is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide events. Under conditions of the COVID-19 pandemic, program delivery will be primarily remote. The Program Worker must be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate using technology and online tools as needed. Ability and willingness to work in-person when conditions permit is essential.

Duties

- Prepare programs
- Prepare promotional material and publicize events; organize registration of clients
- Review client background information, interview clients to obtain case history and prepare intake reports
- 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
- Maintain program statistics, input to OCMS database

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
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Fluency in languages other than English specifically Ukrainian is a definite asset