

Job posting, External

Job title: Program Worker, Settlement Workers in Schools
Classification: A, Short Term Project Worker
Compensation: \$27.01
Hours: 35 hours per week
Start / End Date: As soon as possible – March 31, 2023 with possibility of extension
Reports to: Program Manager, Settlement Workers in Schools

Posting Date: July 13, 2022
Reference Number: CLU-2022-20
Deadline to apply: July 20, 2022, 5:00 p.m. Interviews will be scheduled as applications are received.

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number. Interested applicants should apply as interviews will be conducted as resumes of qualified applicants are received.

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 Program Worker implements the Settlement Workers in Schools (SWIS) program from August to June, and the Summer Settlement Program (SSP) in July. SWIS provides needs assessment, referrals, follow-up support to clients, and group sessions to newcomer families and youth. Goals are to assist clients in understanding the Canadian education system, and to access important settlement resources to help clients make informed settlement decisions. SSP provides one-on-one assistance and information and orientations related to settlement and a variety of youth orientation sessions. The Program Worker plans, carries out and reports on program activities, with a particular focus on the needs of recently arrived Ukrainian refugees.

In-person work at one or more schools will be required, depending on public health conditions. The Program Worker must also be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate in virtual programs using technology and online tools.

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 initiatives.

Duties

- Review client background information, interview clients to assess family needs, 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, health, financial assistance, housing, employment, transportation, day care and other services
- Meet with clients to follow-up and assess their progress, give support and discuss any challenges
- Plan, implement and evaluate workshops and group activities
- Maintain program statistics with timely data input; reporting as needed

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; monthly deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional situations; working closely with the public, clients and 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 field relevant to human services, or a combination of equivalent experience and education
- Three years of community work experience
- Strong oral and written communication skills in English
- Satisfactory Vulnerable Sector Screening within the past six months
- Facility using digital outreach tools and social media (i.e. Instagram, Facebook, Twitter)
- Competency in Word, Excel, Outlook, and Internet
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Fluency in Ukrainian a must