

## Job posting, External

**Job title:** Program Worker, Settlement Workers in Schools  
**Classification:** A, Leave of Absence contract  
**Compensation:** \$27.01 per hour  
**Hours:** 35 hours per week  
**Start / End Date:** August 2, 2022 – August 31, 2022 with possibility of extension  
**Reports to:** Manager, Settlement Workers in Schools

**Posting Date:** July 15, 2022  
**Reference Number:** CLU-2022-23  
**Deadline to apply:** July 22, 2022, 5pm. Interviews may be scheduled as applications are received.

To apply, submit your cover letter and resume by email to the Executive Assistant 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 Program Worker implements the Settlement Workers in Schools (SWIS) program. 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.

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

- 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 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 is an asset