



Elmwood Community Resource Centre

Position: Elmwood Zone Settlement Worker (ZSW)

Job Status: 25 hours /week
Salary Range: \$22- \$28/ hour
Closing Date: **December 22nd, 2023**
Start Date: January 9th, 2022

Elmwood Zone Settlement Worker (ZSW) provides support to refugee and immigrant newcomers who are settling primarily into the Elmwood community. The ZSW is a member of the Newcomer settlement program- a program that support immigrants and refugees to smoothly integrate and settle in the Elmwood Area.

Responsibilities

- Support newcomer families moving into or residing in the area through home or office visits,
- Conduct needs assessment (formal and informal), information & orientation, accompanying participants to appointments and meetings as required,
- Provide ongoing case management, culturally sensitive advocacy, outreach, and support,
- Connect with service providers, agencies, schools, and other stakeholders on an on-going basis, to determine current resources, programs, and available services for newcomers,
- Maintain accurate records of program activities, participant files, statistical data and report monthly on all activity.
- Attend staff meetings, settlement interagency meetings and any other committee meetings.

Qualifications

- Experience providing cross-cultural support services to immigrant/newcomer families
- Experience in developing, organizing, and facilitating various psychodynamic groups for immigrant/newcomer families
- Deep understanding of the challenges and assets of the newcomer community in relation to settlement and long-term integration.
- Strong written and verbal communication skills; fluency in a second/third language an asset
- Proficient in MS Office applications, basic skills in database, and Outlook
- Satisfactory Criminal Record and Child Abuse Registry Check
- A valid driver's licence and a vehicle is a requirement.

Work Hours: The hours of work will be between 2:30-8:00pm Mondays to Fridays; however, some weekends may be required as per the needs of the program

Submit resume and a cover letter to:

Guye Boru, Zone Settlement Manager

E-mail: jobs@elmwoodcrc.ca

* Only successful applicants will be contacted to schedule interview times*