

SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
EXTERNAL POSTING
Job Posting: 2021-35

POSITION TITLE: Language and Settlement Services-Welcoming Communities Worker-Permanent Full-time

POSITION SUMMARY: Under the general supervision of the Community Services Department Coordinator, and the Settlement Services Program Leader, the Welcoming Communities Worker will assume the following duties and responsibilities to develop and facilitate a project that develops community connections for newcomers:

- Work with the SECC Volunteer Services Program Leader to establish and provide individual and group volunteer experiences for newcomers registered in the Settlement Program
- Facilitate Cultural Competency workshops for the wider community to foster understanding of immigrant needs and community engagement on a broader scale
- Facilitate a mentoring program that matches newcomers with community members to practice language, establish social networks and gain assistance with job search
- Develop and deliver workshops that provide newcomer with orientation to Canadian culture and norms
- Work as part of a team with Settlement Workers and Language Instructors to deliver information and settlement related workshops
- Organize social/recreational events for newcomers and their families to encourage networking, social interaction and broader community connections
- Provide information and referrals services when required
- Maintain statistics and complete reporting for submission to the Settlement Program Leader
- Attend appropriate staff training sessions
- Participate in staff meetings, committees and other functions that relate to the program as assigned by the Program Coordinator
- Participate in the SECC Immigrant Advisory Committee
- Work with SECC Employment Services staff to assist newcomers with employment goals in attaining sustainable employment within the community
- Assist the Settlement Program Leader with outreach efforts to promote Welcoming Communities activities
- Facilitate and deliver Citizenship Classes
- To perform other duties as assigned

EDUCATION REQUIREMENTS AND RELATED WORK EXPERIENCE

University Degree in Social Sciences (psychology, social work, sociology, etc.)

OR

Community College Diploma in Social Service Worker or Settlement Worker

AND

One to three years of demonstrated experience working with newcomers

ADDITIONAL SKILLS

- Strong computer skills including Microsoft Word, Access, PowerPoint and Excel
- Excellent verbal and written communication skills
- Ability to speak a second language preferred

EXPECTATIONS

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Work as part of a team and contribute to the smooth operations of the program

- Keep accurate and up-to-date program statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners

HOURS AND SALARY

- 35 hours per week, flexible hours may be required depending on the needs of the program, and will include evenings to accommodate after school programming
- \$23.15 per hour, Rate of pay in accordance with CUPE 4523 Collective Agreement

**External Posting
Without Prejudice**

Please submit resumes by 4:30 p.m.
Monday, January 17, 2022
Jennifer Moore
Manager of Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources