



**NOTICE OF JOB VACANCY (Posted: November 29, 2017 – December 6, 2017)**

**Job Competition #: 2017-Settlement-43**

**Position:** **Settlement Worker – Youth**  
Settlement Program – New Westminster location  
Regular full-time position at 35 hours per week, starting immediately  
Will work weekdays and some Saturdays

**Summary:**  
Reporting to the Manager – Settlement, assists newcomer immigrant and refugee youth and young adults in their adaptation to Canadian society by linking newcomers with communities, organizations and agencies. Oversees individual and group services such as workshops and training.

**Responsibilities:**

- Assesses client needs (including strengths and barriers) to develop an individualized settlement plan which outlines a strategy to achieve settlement success based on identified needs, available services and community supports.
- Provides orientation services based on assessed client needs to ensure a basic awareness of Canada, BC, and the local community; including public systems and services such as housing, health, transportation, education, and rights and responsibilities.
- Identifies, recruits and interviews prospective participants to assess readiness for the targeted youth leadership programming. Assesses accepted participants' strengths and barriers in order to customize program content to meet participants needs.
- Promotes and markets youth programming through community partners such as SWIS Workers (Settlement Workers in Schools), EAL teachers, and other community agencies working with youth and young adults.
- Identify potential community resources to strengthen the support for immigrant and refugee youth and young adults.
- Enters client information and service interventions into centralized database as client service occurs. Provides narrative input into reports as required.
- Support designated youth peer facilitators in the coordination and delivery of established core programming.
- Performs service bridging by service as a resource for clients and staff of external agencies regarding cultural interpretation on issues and client needs.
- Participate in approved sectoral and community networks.
- Performs other related duties as assigned.

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**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

**HEAD OFFICE**

2610 Victoria Drive  
Vancouver, BC V5N 4L2

TEL: 604-684-2561  
FAX: 604-684-2266

WEB: www.issbc.org  
E-MAIL: info@issbc.org





**Qualifications:**

Post-secondary education/certificate in youth-related field or any social services related area; supplemented by facilitation/youth leadership training **OR** an equivalent combination of education, training and experience acceptable to the employer.

**Skills and Abilities:**

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who may come from differing cultural and linguistic backgrounds.
- Demonstrated ability to manage time and resources effectively.
- Current knowledge of settlement and integration issues facing immigrant and refugee youth and young adults.
- Demonstrated experience in developing and facilitating workshops and groups.
- Ability to set and maintain boundaries with clients and manage self-care.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

**Applications must include "2017-Settlement-43" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)**

**Closing Date: By 4 pm, Wednesday, December 6, 2017**

**Salary Range: \$23.11 - \$25.25 per hour (based on training and qualifications)**

ISSo/BC offers to eligible staff an outstanding medical and employer-matched RRSP benefits.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.



[www.issbc.org](http://www.issbc.org)

Helping Immigrants build a future in Canada

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