

NOTICE OF JOB VACANCY (Posted: March 15, 2018 – March 22, 2018)**Job Competition #:** 2018-Settlement-11**Position:** **Settlement Case Worker (Youth & Families)**
Settlement Program – New Westminster location
Regular full-time at 35 hours per week starting immediately
Second language is an asset**Summary:**

Reporting to the Manager – Settlement, supports at-risk refugee/immigrant youth and young adults in the settlement process by creating and/or enhancing their support networks with the goal of promoting general well-being and connection to the broader community.

Responsibilities:

- Conducts a needs assessment on each client admitted into the case management stream. Assists clients to set goals/priorities and develop a realistic action plan(s) which may include: one-to-one and/or family personalized support, settlement information, individual and group workshops, practical assistance in and supported access to services. Provides ongoing monitoring of action plan(s).
- Provides individual/group orientations and workshops oriented to assist in the settlement process and community connections such as: Canadian culture/basis norms of conduct; public services; community resources including legal, school, medical care and social service systems; how to access services and the responsibilities of immigrants and refugees as beneficiaries of these services and systems. Arranges for the provision of interpretation services as required.
- Enters client information and service interventions into centralized database as client service occurs. Maintains and updates client information in accordance with established reporting requirements.
- Develop support networks and referral systems for at-risk youth or young adults within ISSofBC and/or other community service agencies as required and based on individual client needs.
- Provide information to assist clients how to access and navigate services and programs, make appointments and complete forms.
- Provides support and short-term para-counselling for clients with special needs or circumstances including liaising between clients and service professionals.
- Performs service bridging by acting as a resource for clients and staff from external agencies regarding cultural interpretation of issues and client needs.
- Participates in approved sectoral and community networks as assigned.
- Performs other related duties as assigned.

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. Fluency in a targeted second language may be required.

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: iss@issbc.org**United Way**
Member Agency

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 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.
- Proficiency in Microsoft Office Suite.
- Ability to set and maintain boundaries with clients and manage self-care.
- 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 "2018-Settlement-11" in the subject line and can be sent to:
jobs@issbc.org

Closing Date: By 4 pm, Thursday, March 22, 2018

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

ISSofBC 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.