



## FAMILY AND SETTLEMENT SERVICES

**POSITION:** **2 SWIS Workers (Chinese/Tagalog/Arabic)**  
**DEPARTMENT:** Family and Settlement Services  
**PROGRAM:** **SWIS (Settlement Workers in Schools) Program**  
**REPORTS TO:** SWIS Coordinator  
**POSITION FUNCTION:** Under the supervision of Coordinator, SWIS (Settlement Workers in Schools) Program, SWIS Workers are responsible for providing information and orientation and community connections support to newcomer families and students attending SD40 in the New Westminster Region.

**QUALIFICATIONS:**

- Working knowledge of immigrant and refugee settlement issues and service-linking techniques, and community resources
- Knowledge of Canadian legal, political, cultural, labour, educational, and economic systems; knowledge relating to specific ethno-cultural minority communities
- Working knowledge of standard office equipment and software applications (word processing and databases)
- Bachelor's degree in Social Services/Humanities, and certificate(s) in counselling, community development, and/or job search techniques
- Ability to speak read and write in fluent English and Chinese, Tagalog, or Arabic
- Experience (1-2 yr.) in social services and/or community development; experienced in establishing professional boundaries with clients
- Experience in facilitating parenting skills
- Understanding of social justice issues in a community-setting
- Basic knowledge of local labour market trends/issues and local employment services/programs, especially those related to immigrants and refugees
- Proven workshop facilitation skills
- Strong cross-cultural counselling and empathetic listening skills

**HOURS:** 21 hours per week/position

**RATE:** Starting at \$20.05 /hour

**TO APPLY:** Send a résumé and cover letter to Erica Huang, Administrative Assistant in Family and Settlement Programs, at [ehuang@mosaicbc.com](mailto:ehuang@mosaicbc.com)

Please reference "SWIS Workers" in the subject line of your application and submit via email (WORD / PDF format). No telephone calls please.

**Only those selected for an interview will be contacted.**

**NOTE: A criminal record review will be required before confirmation of employment will occur.**

**DEADLINE: 4pm, July 31th 2015**