



Join our award winning team!

Central Vancouver Island Multicultural Society (CVIMS) is a registered charity and a non-profit, community-based agency that works with individuals and organizations. Since 1979, we have responded to the needs of the community by developing programs and services to ensure that all those in our diverse community have equitable access to its services and opportunities.

We are looking for people who want to do meaningful work, and who care about making a difference in the community. We are currently recruiting for:

SETTLEMENT WORKER / SWIS (*Settlement Worker in Schools*) FULL TIME – 37.5

Job Summary:

As a member of CVIMS settlement team the Settlement Worker in School's (SWIS) role is to provide targeted settlement support to the School District 68 immigrant students and families. In addition, general settlement work - providing information, referral, supporting community development, and facilitating workshops and programs, in the areas of settlement. The goal is to connect newcomers to community resources and to facilitate integration into the larger community. Excellent judgment, client boundaries, and client service skills are needed.

Responsibilities & Duties:

- Liaise with school district staff and partners on identifying program priorities and client needs.
- Conduct needs assessments to review and identify the newcomer needs across a broad spectrum of settlement areas including language, employment, education, housing, etc.
- Provide assessment, information and orientation services including case management through one-on-one in person or skype, telephone, email, outreach service, including school district locations (SWIS)
- Develop individual settlement action plans with clients, including goals to achieve settlement success as outlined in the CVIMS logic model; conduct regular and thorough client follow up
- Register newcomer children into the school system, accompany families on the first day of school, provide interpreting as needed
- Provide after school support programs at schools as needed - one on one settlement support, or other support services (may vary by age, school and need)
- Assess the need and arrange for cross cultural training within schools, if needed

Proud Recipient

2017 Business & Community Achievement Award Not for Profit Organization of the Year
2017 BC CDA Career Development Organization of the Year
2016 ASPECT Organization of the Year



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- Participate in regular staff conferencing and briefings to ensure excellence in client service
 - Maintain complete and up-to-date client records into CVIMS database
 - Record statistics and assist in the preparation of reports
 - Plan activities for school aged youth during Christmas, spring and summer breaks and at other times if there is a need for these programs
 - Liaise with SD68 for newcomer youth to participate in activities with other Canadian youth to integrate them into the community

Qualifications:

- Relevant Post-Secondary education in Social Services or a related field, or equivalent combination of experience and education especially with Youth
- Knowledge and understanding of multiculturalism, diversity and immigration issues
- Cultural competency and sensitivity; understanding of the needs of new immigrants to Canada
- Knowledge of community resources for newcomers to Canada
- Strong knowledge of Canada and Canadian culture
- Experience working with people from a variety of ethno-racial backgrounds or marginalized populations
- Superior inter-personal and communication skills; excellent spoken and written English skills
- Fluency in a second language would be an asset
- Computer proficiency in word processing, internet web search, e-mail, Power Point
- Valid BC driver's license and access to a car are required
- Some work outside of regular office hours, including evenings and weekends, will be required

If you are able to make a positive contribution to our Settlement Services team of professionals AND have the combination of training and experience outlined above, we'd like to hear from you.

Submit resumes to:

Deadline:

Jennifer Fowler, Executive Director
Central Vancouver Island Multicultural Society
101 – 319 Selby Street
Nanaimo, BC V9R 2R4
jfowler@cvims.org

Immediate, until suitable candidate found
Only short-listed applicants will be contacted.

No phone calls please.

