JOB POSTING
December 15, 2021

Formerly Abbotsford Community Services

JOB POSTING 2021-21-01

INTERNAL/EXTERNAL

Immigrant Settlement Services

Outreach Worker - Spanish

Wage: $20 per hour

Part-Time: 16 hours/wk

Temporary - January 04, 2022 to March 31, 2022

Archway Community Services has been helping people since 1969. We provide more than 90 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

JOB SUMMARY

The Outreach Worker provides support to the Spanish speaking displaced migrant farm workers by assisting, directing, and guiding the migrant workers to appropriate community and government resources. This position includes conducting needs assessments and referrals, providing assistance with forms and applications, appointments and navigating government programs.

RESPONSIBILITIES

• Engage in one-to-one support on essential needs (housing, clothing, etc.) due to the flooding.
• Coordinate, organize and deliver food and personal hampers as per individual needs.
• Accompany and/or transport individuals to appointments, providing translation as needed.
• Act as the liaison between migrant farm workers and government and other community agencies.
• Identify and provide information and referrals on community resources and government programs; both one-to-one and in group sessions.
• Provide various types of support to migrant farm workers, assisting in extensions of work permits, renewal of work permits and advocate for open work permits.
• Provide assistance and support in completing forms and applications for Employment Insurance, tenant applications, employment applications, banking, etc.
• Stay up to date with information on community resources and different government programs such as Employment Insurance, WorkSafe BC, Employment Standards of BC, Human Rights Code of BC, and the Residential Tenancy Branch of BC.
• Build and maintain relationships with community and government stakeholders to improve the working and living conditions of displaced migrant farm workers.
• Maintain client files, ensuring client information is documented appropriately and is up to date.

REQUIREMENTS AND QUALIFICATIONS

Education and Certification:
• Satisfactory Criminal Records Check.
• Post-secondary diploma or degree in Human/Social Services or an equivalent combination of education and experience
• Valid Class 5 BC Driver’s License with satisfactory driver’s abstract is required
• Emergency First Aid certificate
• Must have COVID vaccination.
Experience:
• A minimum of 1 year experience working directly with immigrants or temporary foreign workers and providing settlement services
• Experience facilitating group sessions
• Ability to speak fluent English and Spanish, is required
• Ability to speak Punjabi is an asset

Knowledge and Skill Set
• Strong verbal, written, and active listening skills, and able to communicate effectively and respectfully with people from a variety of backgrounds.
• Excellent ability to easily navigate between English and Spanish
• Strong understanding and sensitivity to issues affecting migrant communities
• Ability to work effectively with other service providers and community partners
• Good cross-cultural competency, able to work effectively with people from a variety of backgrounds
• Good relationship building skills, able to build rapport and establish trust with clients
• Strong planning, organization, and time management skills
• Demonstrated ability to keep accurate records and carry out duties with a degree of independence

WORKING CONDITIONS
• This position requires outreach to community locations where migrant workers have been displaced by the flood.
• This position has a high-level of interaction and engagement with clients in-person, requiring adherence to COVID-19 safety protocols.
• This position may require working outside regular hours such as evenings and weekends to accommodate client schedules.
• Driving is required for this position; must have own vehicle.

Closing date is December 23, 2021

TO APPLY
Interested applicants are to reference Posting 2021-21-01 in the subject line.

Please submit your cover letter and resume to: jobpostings@archway.ca

Email: jobpostings@archway.ca
Subject: Job Posting 2021-21-01

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

We invest in the mental health and wellbeing of our employees.