

SETTLEMENT WORKERS IN SCHOOLS (SWIS)

Term position to March 31, 2023

Working as a Settlement Worker supporting the Hindi and Punjabi-speaking communities you must be fluent in Hindi and Punjabi.

There are over 75,000 students who attend different schools and programs within Surrey, and just over 12,000 staff employed to support these student learners. Surrey's vision is to prepare our learners to think creatively and critically, communicate skillfully, and demonstrate care for self and others. Surrey Schools is also a recipient of BC's Top Employers and Canada's Greenest Employer awards.

Settlement Workers in Schools (SWIS) assist immigrants, refugees and other eligible clients with immediate needs for settling in Canada or with ongoing integration into Canadian society. The primary focus of settlement workers in schools is to facilitate integration and settlement of newcomer families through systematic outreach to newly arrived families, to provide them with the information about available services, needs assessment, cross-cultural education, and referral.

The Settlement Workers reports to the Manager, Surrey Schools Welcome Centre.

Shift times may vary and position may include split shifts and evening work. This position follows the district school schedule regarding spring, winter and summer breaks.

TYPICAL RESPONSIBILITIES

- Conducts settlement needs assessment of newcomer clients.
- Provides settlement consultation (family welfare, family and employment benefits, housing/renting).
- Provides referrals to services, accompaniment, and short term emotional counseling.
- Provides interpretation and translation, related to settlement issues/family needs.
- Provides school enrolment support.
- Aids parents with job searches.
- Advocate on client's behalf, when appropriate.
- Develops and distributes culturally appropriate information/material.
- Orients school staff about settlement related issues.
- Assists schools with establishing and maintaining contact with "hard to reach" families.
- Organizes and/or facilitates settlement-related events and workshops in the schools.
- Conducts outreach activities
- Encourages parent participation in education.
- Provides service linking support to other organization.

- Maintains up-to-date files and records regarding services provided to students and families,
- Ensures the confidentiality of client information.
- Performs related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE, ABILITIES AND SKILLS

- Oral and written fluency in both English and another designated language.
- Knowledge of immigration policies and settlement issues.
- Knowledge of the culture(s) being served and an understanding of problems, concerns and strengths in these traditions, and the ability to assist with the bridging of cultures.
- Ability to establish and maintain effective working relationships with individuals from diverse cultures and communities.
- Knowledge of the processes of acculturation. Ability to adapt to changing situations and to develop and maintain rapport with students, parents, staff and community members.
- Understanding of the immigrant experience/settlement.
- Knowledge and skills in negotiation, advocacy, conflict resolution and problem solving.
- Ability to respond with sensitivity to emergent situations and to use sound judgement when dealing with cross-cultural issues and matters of a confidential nature.
- Ability to assist educators with interpreting student needs where cultural differences are a factor.
- Ability to work as part of a team as well as independently.
- Ability to use computer equipment and software applications applicable to the position. Experience liaising with other service organizations.
- Understanding of child development and youth issues.

TRAINING AND EXPERIENCE

- Grade 12 plus two years of post-secondary education in social sciences, social work or counseling or equivalent from a post-secondary institution recognized by the District.
- A minimum two years experience working in a multicultural setting with different ethnic groups. Experience working with refugees is an asset.

LICENCES, CERTIFICATES AND REGISTRATIONS

Valid B.C. Driver's License is required as position may include work at multiple sites.

Interested and qualified applicants can apply on Make a Future at <https://bit.ly/3rp6WK3>.

Please be sure that you have received a confirmation from Make a Future that you have applied to a specific posting. Without this confirmation your application will not have been submitted.

Please take care to keep yourself, and others, safe! If you require further information, please feel free to email us at recruitment@surreyschools.ca.

Successful candidates will be required to consent to a Criminal Record Search prior to commencing employment. This is not required at the time of application.

Note: Only shortlisted candidates will be contacted. Thank you for your interest in Surrey Schools.

