

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites applications for the following position:

Position: South Asian Settlement Worker (14 hours per week)

The South Asian Settlement Worker assists and supports immigrants and refugees in their Settlement and adaptation to life in Canada:

Responsibilities:

- Provide orientation information, referrals and settlement counselling services to newcomers
- Assist clients to access other services by providing accompaniment, language and cultural interpretation, and other necessary support
- Perform Settlement Pathway services (Case Management)
- Organize and facilitate orientation workshops and life-skill and education courses
- Organize and assist special events for newcomers
- Record, maintain and report client data and information; complete all the reports required
- Participate in internal and external meetings
- Share up-to-date information on service trends
- Attend professional development training
- Participate in community events
- Promote and disseminate settlement services through all possible channels
- Promote and market our services to the community and potential clients
- Provide a written report of activities in a timely manner
- Attend regular staff meetings, agency events and community events
- Assist with other activities as required

Skills and Qualifications:

- Diploma in Social Services or a related field
- Must have thorough knowledge of settlement issues facing new immigrants
- Must have strong customer service skills and demonstrated ability to liaise with community Organizations in Richmond
- Must have experience in conducting various methods of outreach and marketing
- Knowledge of the Punjabi culture and languages; highly proficient in spoken and written English and Punjabi

- Very good written and oral communication skills
- Proficient in Microsoft Office
- Excellent interpersonal skills
- Attention to detail and excellent record keeping skills
- Ability to work independently with little supervision as well as the ability to work as part of a team
- Culturally sensitive and open to developing and acquiring new skills
- Must have a car and class 5 driving license
- Available to work some evenings and weekend hours

#### Hours of Work

- 14 hours per week
- Some evenings and weekends
- Flexibility with hours of work is required to meet Society needs

POSTING CLOSE: Open until filled

Please apply with cover letter and resume

Attention: Ashok Rattan, Settlement Program Coordinator  
Richmond Multicultural Community Services  
210-7000 Minoru Boulevard  
Richmond, BC  
Fax: 604-279-7160  
E-mail: [ashok@rmcs.bc.ca](mailto:ashok@rmcs.bc.ca)

RMCS is an equal opportunity employer. We thank all applicants for their interest. However, only those selected for an interview will be contacted.