



SETTLEMENT WORKERS IN SCHOOLS (SWIS)

Requiring fluency in French and Arabic or French and Mandarin

Term position to March 31, 2025

(Extension will be subject to funding availability)

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The q'ícá y' - Katzie, the q'wa:ná'án - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools values an inclusive school district, where equity is deeply embedded and diversity welcomed. We are committed to creating and cultivating diverse, inclusive and barrier-free environments for all applicants, employees, students, and their families. We work to continuously grow and improve our practices, celebrate our differences, and empower people to promote positive change in our communities. Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and tolerance and recognize the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds.

Surrey Schools, recipient of the BC Top Employers and Canada's Greenest Employer awards, is the largest school district in BC and the second largest employer in Surrey. Spread across one of the fastest-growing cities in British Columbia, Surrey Schools provides quality education to over 77,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

Working as a Settlement Worker supporting the Francophone and Arabic speaking, or the Francophone and Mandarin speaking communities, you must be fluent in either combination of languages.

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 specialized programming to children and youth
- 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.
- Excellent knowledge of Outlook, Microsoft Office Suite, Multimedia (i.e., Teams, Zoom etc.) and the ability to learn and adapt to new technologies required for excellent service delivery, as needed
- Strong facilitation and social service skills to delivery workshops and engage clients in services
- Sensitivity to diverse cultural values and individual experiences
- Ability to work a flexible schedule to support service delivery needs during the evenings and weekend hours as needed.

LICENCES, CERTIFICATES AND REGISTRATIONS

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

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.

Interested and qualified applicants can apply on Make a Future at <https://bit.ly/3oxzqDM> by 4pm Friday June 2, 2023.

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.

Note: Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.

