



HOUSE SEARCH WORKER, SETTLEMENT ORIENTATION SERVICES

(Posted: December 22, 2023 – Open Until Filled)

Job ID #: 2023-Settlement-41

Position: **House Search Worker – Spanish or Farsi & Dari**
Settlement Orientation Services (SOS) – Metro Vancouver
Temporary full-time position at 40 hours per week starting as soon as January 2nd until March 31st, 2024 with possibility of extension

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:

Under the supervision of the Manager - SOS, the House Search Worker assists refugee claimant clients in their search for emergency or transitional housing in Metro Vancouver.

Reporting to: Manager – Settlement Orientation Services

How You'll Make a Difference

- Provides general information on the Metro Vancouver rental market through group orientation sessions or one-to-one appointments.
- Where possible identifies emergency, transitional, or longer-term housing options.
- Registration on BC CHARMS as appropriate.
- Accompanies clients to check into an emergency or transitional shelter as needed or arrange for a volunteer to accompany the client.
- Maintains a current listing of emergency and transitional shelter agencies and a listing of sources for finding housing options (list of websites, contacts, etc.).
- Liaises with landlords and building managers to facilitate renting opportunities for future clients.
- Provides administrative support related to rental information such as applications to BC Housing.
- Referrals to settlement workers and other agencies as appropriate.
- Performs other related duties as assigned.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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T: 604-684-2561

E: info@issbc.org

www.issbc.org



What You Bring:

Diploma in social services or other related fields, OR an equivalent combination of education, training, and experience acceptable to the employer. Fluency in **Spanish or Farsi & Dari** is required.

Minimum of one (1) year recent, related experience in settlement services.

What Makes You a Change Maker

- Demonstrated effective communication in both written and oral English.
- Proven ability to work with people from diverse backgrounds.
- Demonstrated ability to operate related office equipment.
- Demonstrated proficiency in Windows applications, software and databases.
- Possession of and ability to maintain a clear BC Criminal Record Check.

ISSofBC Value Proposition

- Starting Salary Range: \$24.62 - \$27.91 per hour. *Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Employee and Family Assistance Program (EFAP).
- Paid vacation and personal leave granted based on eligibility.
- Values-based organization with collaborative peers with a wide range of backgrounds and talents.
- Inclusive culture and innovative workplace with opportunity for new approaches.

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

If you are passionate about making a difference, apply now!

Applications must include "2023-Settlement-41" in the subject line and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line. Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

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