Settlement Workers in Schools (SWIS) - English & Rohingya – Casual Position

School District #36 (Surrey)

JOB DETAILS

Position requiring fluency in English and Rohingya

Working as a Settlement Worker supporting the respective communities, you must be fluent in the languages as indicated above.

Casual/Spare board position effective November 15, 2026 (ongoing and 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 q̓ícə̓ y̓ - Katzie, the qʻwaːn̓ƛ̓ən̓ - 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 acknowledge the profound responsibility we all have in ensuring that our schools and district sites foster an atmosphere where everyone feels secure, respected, and valued. Our commitment to providing a quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families. Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and tolerance and recognizes 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 85,000 students with 130+ 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.

Settlement Workers in Schools (SWIS) assist immigrants, refugees, and other eligible clients with immediate needs for settling in Canada and with ongoing integration into Canadian society. The primary focus of settlement workers in schools is to facilitate integration and settlement of newcomer families. SWIS specialize in supporting students with their transition to the education system, provide orientation, needs assessment, routine follow up, cross-cultural connection activities, and referrals.

This position will focus on supporting immigrant students facing settlement/resettlement challenges and provide support with mental health and well-being, language proficiency, cultural adjustment, isolation, discrimination, finances, high school completion, and pathways to post-secondary

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, action planning, and provides referrals.
- Provides settlement consultation (education system, transition to life in Canada, health and well-being, housing, community resources etc.)
- Provides specialized programming to children and youth
- Provides referrals to services, accompaniment, and short-term emotional counselling
- Works collaboratively with the settlement and school teams to support transition to school for children and youth with complex needs and multiple barriers
- Provides interpretation and translation, related to settlement issues, education and family needs.
- Provides support with school registration and enrollment.
- Aids parents in increasing their awareness of the BC education system and facilitates their involvement in school life.
- Advocate on client's behalf, when appropriate
- Develops and distributes linguistically and culturally appropriate information/material
- Provides orientation to school staff about settlement/newcomer issues and emerging needs
- 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
- 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
- Understanding of child development and youth issues
- Ability to engage youth in activities and work with youth facing transition challenges and barriers to settlement
- Knowledge of immigration policies and settlement issues

- Knowledge of the culture(s) being served and an understanding of migration/settlement/adjustment challenges and ability to provide cultural brokerage
- Ability to establish and maintain effective working relationships with individuals from diverse cultures and communities
- Ability to adapt to changing situations and to develop and maintain rapport with students, parents, staff, and community members
- Lived experience and understanding of the process of migration and acculturation
- Knowledge and skills in negotiation, advocacy, conflict resolution and problem solving
- Ability to respond with sensitivity to emerging 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 and supporting cross-cultural awareness and bridging
- 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 and working with service partners

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 of experience working with diverse populations, and especially with newcomers to Canada. 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 communication skills, including the ability to deliver workshops to large groups and engage clients in services
- Sensitivity to diverse cultural values and individual experiences
- TESOL Certification and teaching (formal or informal languages classes will be considered an asset)
- 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.
- TESOL Certification and teaching (formal or informal languages classes will be considered an asset)

This is a unionized position that offers an hourly wage rate of $34.03 per hour plus a liberal benefit package including pension, health, vacation, and sick benefits (upon completion of the probationary period).

Interested and qualified applicants can apply on Make a Future at https://buff.ly/ZNJ7dlj. This position will remain open until filled.

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. This is not required at the time of application. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.