



THE YMCAs OF CAMBRIDGE & KITCHENER-WATERLOO  
JOB OPPORTUNITY

## Settlement Worker

JP 127-2018

**LOCATION:** Stratford

**HOURS:** Part Time Contract (until March 31, 2019)

**START:** ASAP

**FUNCTION:** This incumbent is responsible to assist newcomers (immigrants and refugees) to Canada in settlement by providing, in their initial years of settlement, direct and essential settlement and adaptation services: information, orientation, referral and interpretation.

### SPECIFIC RESPONSIBILITIES:

- Provide information, orientation and appropriate referrals to community and government services
- Act as an advocate in helping newcomers access services including education, health care and legal systems
- Conduct an assessment to identify client's needs and create a service plan
- Assist the client with filling out intake forms then enter information into governmental and departmental databases and open a file
- Provide crisis intervention, and supportive counseling
- Prepare monthly statistical report for the Program Supervisor
- Visit ESL schools to provide information and orientation
- Provide interpreting support; facilitate limited translations of documents
- Organize and facilitate group settlement workshops as needed
- Connect with partners and explore effective and efficient service sharing
- Provide limited escort services to clients initially upon their arrival to Canada
- Provide administrative functions as required and front desk reception coverage during breaks

### QUALIFICATIONS:

- Completion of Community College degree/diploma or equivalent
- 1-2 years of relevant work experience in the field of community service and immigrant settlement
- Second Language an asset
- Excellent computer knowledge of Microsoft Office and Access
- Excellent oral and written communication skills
- Keep abreast with Immigration legislation, school policy, policies affecting refugees and immigrants, mediation and conflict resolutions
- Possess culturally sensitive and strong inter-personal skills
- Reliable car and valid driver's license required
- Acceptable Police Check for Vulnerable Sector or willingness to obtain at own cost

### COMPETENCIES REQUIRED:

**Communication:** Communicate in a thorough, clear and timely manner and support information sharing and goal achievement across the Association.

**Problem Solving:** Develop new ways or adapt existing ideas to help achieve desired results. Challenge the status quo to discover more effective ways of performing.

**Relationship Building and Collaboration:** Build positive interactions, both internally and externally, to build enthusiasm and appreciation to achieve work related goals.

**Tolerance for Ambiguity:** Function effectively in situations of less than perfect or incomplete information.

**NOTE:** This position requires a commitment to the YMCA mission and core values, as well as a commitment to building developmental assets in children and adults.

**Applications are accepted electronically only. When applying, please quote posting number JP 127-2018, to:**  
[recruitment@ckw.ymca.ca](mailto:recruitment@ckw.ymca.ca)

**APPLICATION DEADLINE: October 12, 2018 at noon.**

The YMCAs of Cambridge & Kitchener-Waterloo embrace diversity and are committed to creating an inclusive workplace, welcoming applications from all qualified persons. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to the YMCA. The YMCAs comply with the Employment Standards Act, Pay Equity Legislation and privacy laws. In keeping with privacy laws, we are committed to protecting personal information by following responsible information handling practices. For more information on the YMCAs commitment to privacy, please visit our web site at [www.ymcacambridgekw.ca](http://www.ymcacambridgekw.ca). Only candidates under consideration will be contacted.