

Job Position: Settlement Worker in Schools.

Wynyard and area (to be determined)

An exciting opportunity!

The Humboldt Regional Newcomer Centre Inc. is looking to hire a new Settlement Worker in Schools team member to join our staff until December 31, 2024. The full-time/temporary position will work with our existing settlement worker providing support to immigrant and refugee newcomer students and their families in Wynyard, Wadena, Quill Lake, and surrounding school communities. The SWIS program is a partnership that comprises The Horizon School Division, Greater Saskatoon Catholic School Division, The HRNC Inc., and Immigration, Refugee, Citizenship Canada. This is a regional position aimed at providing settlement services to newcomer children and their families into the school system and their communities.

Hours: Mon-Friday 8:30am – 4:30pm. Some evenings and weekends when required.

Wage: To be negotiated.

The successful candidate in this position will assist newcomers to Canada by providing essential settlement services such as, information, orientation, referral, interpretation, translation, advocacy, and solution focused counselling in order to maximize the potential for successful integration into Canadian life and society. We are looking for an individual who brings energy and compassion to their everyday work; someone who is seeking meaningful employment and is passionate about helping others.

**Responsibilities include, but are not limited to:**

- Participates in the school reception and orientation process for newcomer students and their families. Comfortable with in-person and virtual support. Informs and orients families and students about the educational system in the Canadian context.
- Provides cultural background information to the school staff as needed and facilitates constructive and culturally sensitive communication between the school staff and newcomer students and their families.
- Actively participates in the development and presentation to cultural profiles, workshops and settlement related activities for students, families and schools.
- Promotes teamwork at all times, gives assistance, support and encouragement to other staff members.
- Performs other administrative duties as required,
- Alerts the manager to problems and makes recommendations about corrective action.

- Maintains a sound working knowledge of their roles and responsibilities during all emergency situations.
- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis.
- Maintains confidentiality of information related to the Association, members, clients, children and their families, and staff.
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values.
- Actively participates in meetings and/or training sessions as required.
- Models' appropriate behaviours to staff, clients, children and families in line with our Mission, Vision and Values.
- Establishes rapport and maintains effective relationship building behaviours with staff, clients, volunteers, members, children, and families. Represents the HRNC in a professional manner.
- Promotes teamwork with staff of other departments.
- Other duties as assigned.

#### Skills and Requirements:

- Confirming your knowledge and/or experience in Settlement Services and/or government funded community programs.
- Confirm a post-secondary degree or diploma in a related Human Services.
- Confirm proficiency in Microsoft Office, virtual classrooms, and digital platforms such as Microsoft Teams, Zoom, Google Meet, etc.
- Confirm experience working with diverse populations and working in cross-cultural environment; delivering direct service to newcomers is considered an asset.
- Confirm comfort level and ability to communicate in group situations.
- Confirm ability to research and interpret complex documentation and applications.
- Confirm fluency in at least one additional common newcomer language (an asset).
- Confirm you are minimum 18 years of age.
- Confirm you are legally entitled to work in Canada.
- Provide a current and satisfactory Criminal Reference Check / Vulnerable Sector Search issued no later than ninety (90) days preceding your start date.
- Provide 3 professional references.

Responsible to: Settlement Worker in School Program Lead.