



Newcomer Settlement Services Job Description

Community Connections – Family

Report to: The Community Connection Settlement Worker will be an employee of the South London Neighbourhood Resource Centre (SLNRC). Day-to-day supervision/consultation will be provided by the Director of the Newcomer Settlement Services in the form of formal supervision meetings as well as informal support as requested by the worker.

Qualifications: Social Work Degree, Community Development or equivalent; plus 2 – 3 years actively working with newcomers.

Work Timelines: The Community Connection – Family is a full-time position (30 hrs./week) starting October 30th, 2020 until March 31st, 2021 with possibility of extension and will run from Monday to Friday with flexible hours, including evenings and weekends.

Duties: Community Connections programming aims at providing newcomers with opportunities to establish social and professional networks. This is achieved by welcoming newcomers and engaging them in their communities to increase their sense of belonging.

1. Responsibilities:

- Organize, coordinate and lead group activities, orientations and information sessions
- Outreach to recruit volunteers and newcomers within the communities
- Adapt to and thrive in a fluid schedule characterized by late evenings and weekends on a constant basis
- Introduce and connect newcomers to local culture to learn about the local traditions and make new friends
- Be creative and resourceful for newcomer families to facilitate their transition to feel welcome by creating networks
- Build relationships with, mentor and support adults and older adult participants
- Spearhead and nurture partnerships with community stakeholders
- Identify the needs and barriers of newcomers and volunteers that may enhance/impede participation
- Be time sensitive to all deadlines and project due dates
- Analyze current needs of the newcomer families and community to develop and implement new projects/activities

- Collect client feedback (e.g. surveys, workshop evaluations, etc.) to track outcomes of settlement services
- Provide statistical and narrative reports and conduct evaluations as needed
- Ensure appropriate and confidential handling of client information and files.
- Provide ongoing support and monitoring to participants within group activities
- Implement all systems and procedures relating to volunteer management of SLNRC
- Provide detailed overview of program activities and outcomes set by IRCC Logic Model
- Enter statistical information in a data system using the IRCC approved tracking system, known as Immigration Contribution Agreement Reporting Environment (iCARE)
- Operate in accordance with policies, procedures, guidelines and protocols of the SLNRC
- Participate as a member of SLNRC team by furthering collective team goals
- Be responsible for program equipment (including a laptop, iPads, cell phone, etc)
- Ability to write and speak fluently in English
- Possess a valid driver's license and access to a vehicle is a must
- Attend staff meetings, training opportunities and community meeting
- Other duties as assigned by the Director
- Wear a name badge.

We thank all applicants but only those chosen for interview will be contacted.
This is an internal and external posting. Please do not call. If you are interested in applying for this position, email your resume and detailed cover letter by:
October 26, 2020 before 5pm to:
Vincent Tao, Administration Co-ordinator, South London Neighbourhood Resource Centre,
Email: vtao@slnrc.ca