

Squamish Immigrant Settlement Program & Welcome Centre

Job Description

Outreach Worker

Reports to : Settlement Program & Welcome Centre Manager.

Position starts : September 18, 2017

This is a part-time permanent position 15hrs per week @\$21/hr. plus benefits with possibility of additional hours if additional funding becomes available.

Summary: This position is responsible for working with the Settlement team and an Advisory Committee to connect with the diverse newcomer and immigrant communities in Squamish and link them to the Settlement & Welcome Centre Programs as volunteers, users and advisors.

Responsibilities Include:

- Networking within local immigrant communities
- Communicating verbally and in writing about the Welcome Centre and Settlement Program.
- Advocating for the needs of immigrants and newcomers
- Providing short-term 1:1 support and linking newcomers and immigrants to the Welcome Centre and Settlement Program.
- Assisting in designing ,promoting and delivering welcome centre programs based on the needs of newcomers and immigrants including IPALS - Immigrant Parents as Literacy Supports as funding permits.

Qualifications :

- Knowledge of the Squamish community
- Connection to and knowledge of one or more immigrant cultural or ethnic groups in Squamish
- Fluency in English and at least one other language
- Energy, enthusiasm and a real interest in serving the community
- Ability to be a self -starter and take initiative
- Willingness to participate in training /learning opportunities
- Excellent communication skills
- Cultural sensitivity and awareness/knowledge/experience of the immigration process
- Experience with community or social support work preferred
- Presentation, writing and computer skills

Please submit a resume with cover letter and three work/volunteer related references to :

Welcome Hiring Committee c/o Pam Gliatis pgliatis@capilanou.ca

Deadline for submission of applications is Friday September 1, 2017 at 5pm