



Vacancy Posting – Competition #2019-08-22 SWIS-W

Posting date:	August 22-2019
Closing date:	September 6-2019
Position:	Seasonal* Settlement Worker in Schools (SWIS Worker) *Seasonal: If position continues after March 31, employee may be laid off for a period within July and August each year
Hours of work:	Monday to Friday – 35 hours per week (full-time)
Contract period:	Ends March 31, 2020 (may extend beyond this date)
Location of work:	930 Balmoral Road and various Schools in Districts 61, 62 and 63
Rate of pay:	\$23.05 (benefits after successful completion of probation period)

The Inter-Cultural Association of Greater Victoria (ICA) helps immigrants and refugees meet their social, cultural and economic goals. Comprised of dedicated staff and volunteers, ICA provides language instruction, support finding housing and employment and a range of other services. In addition, ICA is actively engaged in the community to strengthen connections between immigrants and those born in Canada. Through our work, we are building a strong, diverse and vibrant community. ICA is a welcoming, passionate and energetic organization that has been having a positive impact in the Greater Victoria region for nearly 50 years.

Job description

Provides settlement/resettlement integration services to immigrants and refugees. Provides one-on-one support to individuals or family units. Plans and implements group programs for immigrants and refugees. Liaises with school staff and assists clients in accessing other community-based resources. Reports to the Settlement Worker in Schools (SWIS) Coordinator.

Qualifications

- Minimum Grade 12 Diploma (Undergraduate Degree preferred) in related discipline on settlement/resettlement-related themes, family law, immigration and refugee studies, social work, intercultural studies, child and youth care or combination of education, training and experience.
- Direct experience with settlement/resettlement service delivery and case management.
- Keen understanding of diversity issues to work with persons from diverse cultural and ethnic backgrounds on settlement/resettlement-related issues.
- Three years' work experience within social services, nonprofit and/or multicultural environment.
- Knowledge of community resources.
- Experience working with immigrants and refugees and understanding immigration issues.
- Proficiency in a language other than English (Arabic, Amharic, Tigrinya, Somalian, Tagalog).

Required skills and abilities

- Knowledge of the BC school system's applicable regulations, policies and acts as they pertain to the work of Settlement Worker in Schools.
- Build and maintain effective relationships between ICA's SWIS clients and their families, within schools and school districts
- Knowledge of social and emotional needs of immigrant/refugee children and youth in a school setting
- Demonstrate specialized, advanced knowledge of settlement/resettlement processes and referral practices.
- Understand the objectives of the Settlement Worker in Schools (SWIS) approach and work effectively within the ICA Settlement team.

- Experience working with children and youth.
- Identify and access community services and resources.
- Understand inter-cultural family dynamics.
- Knowledge of eligibility criteria; crisis intervention skills, trauma informed practice and cross-cultural communication skills.
- Demonstrate empathy.
- Knowledge with needs assessments, case management and working with traumatized clients or challenging behaviours
- Ability to work with individuals and families experiencing discrimination, racism and culture shock.
- Understand the basics of the Canadian legal system, laws and public policy.
- Perform language and cultural interpretation and work effectively with an interpreter.
- Ability to design and deliver workshops, including settlement orientation workshops.
- Manage a caseload of immigrant and refugee clients.
- Understand the objectives of settlement/resettlement services and work effectively across internal ICA programs, including but not limited to Settlement, Youth Services and Resettlement Assistance.
- Computer proficiency; create, maintain and access electronic records in a client data management system.
- Effective teamwork in a diverse team setting.
- Create and maintain professional boundaries.

Additional information

- Travel to various school locations within Districts 61, 62, & 63 will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required.
- Flex time schedules will be made to accommodate pre-approved non-regular work hours.
- Valid BC driver's license and access to a car are required.
- Current, clear criminal record check and proof of WHMIS training is required upon hire.

Please submit a **cover letter and current resume (in .pdf format)**, noting relevant qualifications, language proficiency and experience to the Inter-Cultural Association of Greater Victoria, 930 Balmoral Road, Victoria, BC, V8T 1A8, Attention: HR Manager, via email to careers@icavictoria.org by 4:30 pm on September 6, 2019. **Please quote Competition #2019-08-22 SWIS-W in subject line.**

Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Only short-listed applicants will be contacted.