



Employment Opportunity

Senior In-School Settlement Practitioner Full Time Contract Position

Application deadline: February 18th, 2019

Responsibilities:

Working under the direction of the In-School Settlement Program Manager and the assigned Program Supervisor, the Senior Settlement Worker will be responsible for modelling and supporting the work and duties of the In-School Settlement Worker.

- Establish and maintain relationships with newcomer families by assessing their needs and providing them direct services in regards to settlement and accommodation
- Attend and contribute to various community events
- Develop and present information sessions that are relevant to newcomers needs
- Employ appropriate case management documentation and procedures
- Document and maintain client cases
- Coordinate meetings with other members of the ISS Team
- Set agenda and provide directions for completing ISSP outcomes
- Assist with the training and mentoring of In School Settlement Workers
- Processing and reporting the monthly data regarding ISSP client intakes and program activities,
- Assisting with the planning and implementation of ISSP activities within the community
- Assist with the creation and development of presentations, workshops and information sessions for newcomer families
- Create various information and resource packages for newcomer families
- Serve as a contact person for the ISSP at various community initiatives and events
- Perform the duties of the Supervisor and the Settlement Workers in their absence
- Provide services in English as well as in the language of the client through interpretation and translation
- Create and maintain client files in compliance with all applicable privacy legislation
- Establish and maintain relationships and partnerships with various community groups, settlement agencies, school communities, and the Calgary Public Library
- Work with families to understand various issues that may impact student learning and behaviour.
- Work in Partnership with the Diversity C.O.P.E (Community Outreach of Paediatrics and Psychiatry in Education).

Qualifications:

- Minimum of 3 years related experience as an In-School Settlement Worker
- Post-secondary degree(s)/ diplomas in the field of Humanities, Social Work, Education, Sociology and /or Community Development; Cross- cultural counseling or related fields.
- Valid Class 5 Drivers License and vehicle required.
- Fluency in another language other than English is considered an asset.

Please submit your resume and cover letter to hr@cbfy.ca by February 18, 2019 @ 5pm. We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at www.cbfy.ca