

<b>Position:</b> Settlement Outreach Worker	<b>Status:</b> Full-time permanent
	<b>Starting Date:</b> September 15, 2022
<b>Deadline for application:</b> July 29, 2022	<b>Posting Number:</b> JFS22 031

## Position Summary

Under the supervision of the Manager of the Settlement Unit the Settlement Outreach Worker supports the integration of newcomers to Canada by providing direct client services based in a culturally sensitive and client-centered approach. The outreach worker develops relationships with communities, volunteers, and other agencies to provide access to a wide range of service. This position also includes maintenance of a refugee sponsorship program and shared responsibility of regular reporting to funders.

This position will require a hybrid of onsite office hours located at Jewish Family Services and remote working, as well as occasional travel around the Ottawa area.

## Qualifications:

- Post-Secondary Education or equivalent. Education or experience in fields of social services or education an asset
- Skilled in administrative tasks such as filling complex application forms
- Fluency in English and at least one additional language. Fluency in one or more of the following languages: Farsi, Dari, Ukrainian, Arabic, Mandarin a strong asset.
- Deep understanding of the concept of inclusion. Work or lived experience operating in culturally diverse environment and with vulnerable groups
- Excellent communication skills
- Excellent organizational skills
- Patience and attention to detail
- Ability to work independently and collaboratively.
- Comfortable working with Microsoft Office Suite, with statistical databases and with video conferencing tools
- A valid Ontario Driver's License and access to internet connection.

## Additional assets:

- Familiarity with Canada's Sponsorship Programs
- Knowledge of settlement and integration services and resources
- Skilled in preparing and delivering presentation in-person and remotely
- Experience working with volunteers
- Experience working with immigrants
- Negotiation, mediation, and conflict resolution skills

## Main Duties and Responsibilities:

- Collaboratively coordinating the logistics for welcoming newly arrived refugees
- Reporting client's data to funders through a designated system.
- Preparing initial needs assessment through one-on-one appointments with clients, providing detailed information, and developing a settlement plan for clients.
- Assisting newcomers to navigate Canadian systems and accessing services including operating a tax clinic.
- Outreach to clients and service providers.
- Developing and delivering group sessions on relevant topics to support newcomers' integration and their connection to communities.
- Working closely with sponsoring groups in preparing information and supporting documentation required for IRCC sponsorship applications
- Providing training and support to sponsors and volunteers
- Administering sponsors raised funds in accordance with IRCC sponsorship cost table
- Offering ongoing support and guidance to sponsors, refugees, and other service providers

*Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting [hradmin@jfsottawa.com](mailto:hradmin@jfsottawa.com).*

*Applicants who receive a conditional offer of employment must produce a **Vulnerable Sector Police Records Check**, and proof of academic achievement*

Please apply with cover letter at:  
<https://secure.collage.co/jobs/jfsottawa/32012>

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*