

Date Posted: August 25, 2022	Application Deadline: September 6, 2022
Position: Settlement Support Worker	Status: Full Time - 8-month contract (Possible extension based on funding)
Reports To: Manager of Settlement Services	Posting Number: JFS 22 040

Position Summary

Jewish Family Services of Ottawa is looking for an experienced person in the area of settlement (lived or other experience) who can support the Associate Executive Director and Manager of Settlement Services to assist JFS in our response to the crisis in Ukraine as it relates to the resettlement of displaced Ukrainians to Ottawa. This role will include working with volunteers, participating on both local and national working group task forces, and providing references and referrals to settlement and social services supports to Ukrainians upon arrival and those that are supporting them.

Qualifications/Experience

- Ability to speak Ukrainian and/or Russian a requirement
- Degree or Diploma in the field of Human Services, Social Work or relevant post-secondary education an asset
- Knowledge of and/or experience in the Settlement sector, not for profit, and/or in a social service Agency
- Experience working with immigrants and/or with Jewish Community
- Strong organization, planning, logistics, and execution skills
- Strong interpersonal, writing and communication skills
- Previous experience in working with and coordination of volunteers
- Resourceful, flexible, and willing to work evenings as needed
- Ottawa based position.
- Currently working hybrid model but some in-person activity will be required

Duties and Responsibilities

- Preparing and sharing settlement plan with newcomers
- Direct settlement support to newcomers
- Provide access to and information of eligible settlement and other support services in Ottawa
- Preparation, management and execution of different projects, including ESL class for seniors, family's assessment, etc.
- Update and maintain outreach to volunteers: conduct volunteer intake which includes interviewing and completing reference and background checks as needed
- Liaison with local and national Settlement agencies and Jewish Communities
- Maintaining statistics and other data
- Preparing reports to IRCC and other funders as needed
- Other duties as assigned as required



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.

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

Visit to apply <https://secure.collage.co/jobs/jfsottawa/33037>