



## **WESTMAN IMMIGRANT SERVICES**

is looking for a

### **Settlement Facilitator**

**Full Time (37 hrs/week) – Term Position until October 31, 2022**

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#### **Primary Function**

Working as part of a team, the Settlement Facilitator's main priorities are to provide settlement and orientation services to newcomers in Brandon and the Westman area.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Familiar with Westman Immigrant Services programming objectives and client service philosophy and understands facilitator's role in achieving settlement related goals and outcomes
- Outreach to newcomer individuals and families
- Welcomes new clients, conducts needs assessment and creates settlement plan with clients
- Provides information, orientation, referral and support to individuals, families and the community, both in person, by telephone and e-mail
- Maintains up to date knowledge of all programs and services available at Westman Immigrant Services and in the community to support clients to allow for appropriate referrals
- Facilitates referrals to community resources and services when there are barriers due to language and/or cultural differences
- Prepares appropriate materials in the development and delivery of workshops and programs for newcomers and community members.
- Develops partnerships with service providers to effectively link clients with appropriate community services
- Keeps informed of current resources, trends, changes and services gaps in the general community and specific ethno-cultural communities
- Participates in regular staff meetings to ensure excellence in client service
- Empowers clients to become self-sufficient
- Enters all services provided in the Correlate and iCARE database. Maintain and submit statistical information and monthly reports as required.
- Maintains complete and confidential client records; both print and electronic
- Maintains an overall management of client caseload
- Ensures strict adherence to client confidentiality and WIS professional codes of conduct
- Works collaboratively as part of the Settlement team and the Westman Immigrant Services team

- Respects professional boundaries
- Performs other related duties as requested by the Settlement Services Manager
- Participates in professional development activities to remain current in the field
- Conducts home visitation when necessary as approved by supervisor

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work collaboratively with management, staff, and community stakeholders
- Able to work in a culturally diverse environment
- Able to work with various levels of government
- Knowledge of database programs
- Knowledge of immigration processes
- Ability to manage client caseloads
- Organizational and time management skills
- Education and/or experience in social service or related field
- Experience in working with newcomers (immigrants and refugees)
- Additional languages are an asset
- Creative thinking and problem solving
- Excellent oral and written communication skills

#### **PHYSICAL DEMANDS**

- Using computer for extended period
- Climbing stairs
- Spend long hours sitting and standing

#### **CONDITIONS OF EMPLOYMENT**

- A Police Criminal Background Check
- Must possess and maintain a valid Class 5 Manitoba Driver's License

**Job Type:** Full- time term position until October 31, 2022

**Hours of work:** 37 hours every week within the hours of 9 a.m. to 5:00 p.m. (9 a.m. to 4:30 p.m. on Friday), evenings and/or weekends may be required

**If you are interested in this position, please send a reply with a cover letter and resume by email, to: [hr@westmanimmigrantservices.ca](mailto:hr@westmanimmigrantservices.ca)**

**Deadline to apply – October 15, 2021**

***Thank you to all who apply, but only those selected for interviews will be contacted.***