



JOB POSTING

POSITION :	Settlement Worker in Schools – Urdu, Hindi and Punjabi speaking
REPORTS TO :	Program Manager
WORK HOURS:	34.5 hours per week (48 weeks/year)
RATE OF PAY :	\$ 24 per hour

Job Summary:

The Settlement worker in schools provides cultural and linguistic settlement and counselling support services to students and parents in Peel School Boards and ensures that newcomer families are aware of and can access the full array of community and school services.

Duties and Responsibilities:

- Provide counselling and referral services on settlement issues and assistance to ease school orientation
- Support school activities such as parent-teacher interviews, kindergarten registration, open houses, school councils and other school programming
- Facilitate/conduct group information sessions for newcomers on community services and school-related topics
- Communicate with school staff at all levels including teachers and/or principals
- Identify common trends and needs within the school's newcomer community and provide recommendations to the staff on how to better meet those needs
- Support School board initiatives including Help your Child Learn, focus groups, parent literacy conferences and immunization screening
- Submit monthly reports

Qualifications:

- Post-secondary education: diploma or degree in Social Work or a related field
- Minimum of 2 years relevant experience in settlement work or community work
- Experience in a school environment is an asset
- Effective interpersonal and problem-solving skills
- Effective English language communication skills both oral and written
- Fluency in Urdu, Hindi and Punjabi is required (knowledge of additional languages an asset)
- Ability to work with school personnel in meeting the needs of newcomer students and their families
- Good organizational skills, ability to multi-task while maintaining a high level of accuracy in data collection
- Strong computer skills: Windows, MS Word, Email and the Internet

Please submit your resume and cover letter quoting **reference no. 016-023** by **July 27** to:

Human Resources Officer
Dixie Bloor Neighborhood Centre,
3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9
Email: recruiting@dixiebloor.ca

We thank all those who apply, but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer.
Accommodation will be provided if requested

