

CAREER OPPORTUNITY

About Lethbridge Family Services

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

**Position: SETTLEMENT ASSISTANT— ENHANCED LIFE SKILLS – Casual/Relief
Canada Summer Jobs (8 weeks)**

Department: Immigrant Services

Hours: Monday – Friday 8:30am – 4:30pm - 35 hours per week.

Position Overview:

To provide life skills training to newly arrived, high needs Government Assisted Refugees through the provision of settlement services that are culturally appropriate, gender sensitive, and with a trauma informed care approach. This position will include work with the Life Skills team in the community as well as hands on planting, growing, and harvesting of vegetables with refugee women new to gardening in Canada.

Key Responsibilities:

- Provide and develop a series of relevant, easily understood and engaging group information presentations and/or field trips (with community gardening as a specific focus).
- Provide refugees with simple and practical information on Canadian cultural norms, accessing community resources and assisting refugees with community integration.
- Work collaboratively to develop short and long-term life skills plans for clients.
- Assist refugees with utilizing public transportation to access community resources.
- Develop and deliver a series of basic computer literacy skills orientations in a group setting, utilizing provided technology.
- Develop, update, and prepare life skills manuals and handouts.
- Attend all staff meetings and related community meetings.
- Assist with the planning and coordination of special events.
- Attend community meetings as approved by supervisor(s).
- Answer telephone and in-person callers promptly via office and assigned cell phone.



Qualifications:

- Meet Canada Summer Jobs Criteria:
 - Be between 18 and 30 years of age at the start of the employment.
 - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
 - Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Experience and interest in working with newcomers and/or refugees.
- Minimum qualification is High School Diploma.
- Enrollment in psychology, social work, education, or relevant disciplines would be a desirable asset.
- Fluency in more than one language is considered an asset.
- Knowledge in computer technology is highly desirable.
- Knowledge of community resource networks.
- Experience or interest in community gardening is highly desirable.
- Must be able to use own vehicle and have sufficient insurance coverage.
- The successful candidate will be required to provide a Police Information Check (PIC).

Start date: June 3, 2024

Application deadline: May 15, 2024

Please submit, in confidence, a resume and cover letter referencing job posting 24IS4 and where you viewed our ad:

Email: humanresources@lfsfamily.ca

Contact Person: Christa Sanford

Web: lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.



