



## **CAREER OPPORTUNITY**

**Lethbridge Family Services** is a private, non-profit organization operating since 1910. We are highly accredited and with more than 380 employees, the largest community social services organization in southern Alberta.

We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide a competitive remuneration package, including a comprehensive benefit plan, generous vacation and personal time, and subsidized fitness memberships. We support your career through opportunities to learn and grow, including paid professional development opportunities, and on-the-job coaching and support. Our “family” culture supports many opportunities to participate in events including health and wellness challenges, social club activities, annual holiday parties and recognition events.

**POSITION: YOUTH SETTLEMENT PRACTITIONER**

**DEPARTMENT: IMMIGRANT SERVICES**

**HOURS:** Monday to Friday, 35 hours per week  
(May include evenings and weekends)

### **POSITION OVERVIEW**

Provide newcomers with settlement and resettlement services including information, orientation, interpretation and translation, supportive counseling and coordinated community referrals that will assist in acquiring skills needed to foster independence and fully participate in local community life.

### **KEY RESPONSIBILITIES**

Work as a Developing Settlement Practitioner in one of the following areas:

- Youth, Child, and Family Services; Settlement Services; Community Development; Training and Facilitation.

#### **Program Implementation**

- Provide in depth orientation to Canadian culture as it pertains to outcomes of the program.
- Collaborate with interpretation/translation program and arrange for interpretation services as needed.
- Delivery of resettlement services such as: initial reception and orientation; temporary accommodation, basic orientation, linkages and ensuring immediate and essential needs of refugees are met in first 4-6 week of their arrival.
- Maintain high level of client confidentiality.
- Ensure timely reporting to direct supervisors and funders

#### **Client intake, needs assessment and case management**

- Conduct client intake and needs assessment and develop and long term settlement plan.
- Coordinate referrals and follow up with other community resources, as appropriate, to meet client focused needs including when clients are in crisis.
- Regular follow up with clients on progress towards achieving their goals and outcomes.
- Teach and provide intensive basic life skills.
- Collaborate closely with internal and external providers in implementation of case management plan.
- Facilitate conflict resolution in client families.

Date Posted: 08/02/2022



### **Cultural resource and advocacy**

- Act as a resource for client, community and build partnerships to sustain organizational initiatives.

### **Administration**

- Prepares, maintains, reviews and develops client documentation and reports including physical files and data base.
- Provide guidance to other staff members.

### **QUALIFICATIONS**

- Certification as Settlement Practitioner through AAISA is desired and expected within 3 years of employment.
- An undergraduate degree or diploma in Human Services or Education, Social Work, Psychology, Sociology, Anthropology or another related discipline.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work within a team.
- Excellent work ethics.
- Strong verbal and written English communication skills.
- Cross cultural awareness and sensitivity.
- Ability to speak other languages an asset.
- 3+ years in the sector.
- Experience working with newcomers is highly desirable.
- Strong computer skills, including Microsoft Office and Internet.
- The successful candidate will be required to provide a Police Information Check.

**START DATE: ASAP**

**APPLICATION DEADLINE: August 16, 2022**

**Please submit, in confidence, a resume and cover letter referencing job posting IS131 and where you viewed our ad:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Mailing Address:** Human Resources, Lethbridge Family Services  
100 – 1410 Mayor Magrath Dr. South  
Lethbridge AB T1K 2R3

**Fax:** (587)425-5209

**Web:** [lfsfamily.ca](http://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.***

