



This position is posted internally and externally

CAREER OPPORTUNITY

Position: SETTLEMENT PRACTITIONER, YOUTH SETTLEMENT SERVICES

Department: IMMIGRANT SERVICES

Hours: 35 hours per week
Monday – Thursday 12:00 – 8:00pm, Friday – 8:30am – 4:30pm

Position Overview:

This position is responsible to provide support to immigrant youth ages 3 to 25 and their families in Lethbridge and to help reduce racism, discrimination and ethnic conflict in the Canadian school systems.

Key Responsibilities:

Responsibilities may include but are not limited to:

- Providing coordinated service to school personnel, immigrant students and their parents.
- Developing personalized settlement plans within the school setting in coordination with teachers, students (at the secondary levels), parents and guardians.
- Providing in depth orientation to Canadian school culture and expectations for the newcomer parents and students.
- Arranging for interpreter service for parent teacher interviews and any other initial interaction within the school.
- Ensure regular communication with all stakeholders.
- Work closely with other Immigrant Services department staff in case management and client referrals.
- Assist with the coordination of special events.
- Attend community meetings as approved by supervisor(s).
- Complete all necessary client and agency documentation.
- Take responsibility for documentation within client files as assigned through the Continuous Quality Initiative (C.Q.I.).

Qualifications:

- An undergraduate degree and/or diploma in the areas of Education, Social Work, Psychology, Sociology, Anthropology, Human Services or another related discipline and/or previous and relevant experience within the settlement and/or educational sector.
- Must have excellent organizational and administrative skills.
- Excellent communication, organizational, and interpersonal skills.
- Extensive knowledge of community resource networks.
- Multiple language facility is a considerable asset.
- Possess a valid drivers' license, appropriate insurance/registration, and a reliable vehicle.
- The successful candidate will be required to provide a Police Information Check.

Application deadline: May 17, 2019

Start date: End of May, 2019

Please submit, in confidence, a resume and cover letter referencing job posting IS73 and where you viewed our ad:

Email: humanresources@lfsfamily.ca

Mailing Address: Human Resources, Lethbridge Family Services
1098 – 3 Avenue North
Lethbridge AB T1H 0H7

Fax: (403) 327-5725

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.

