



This position is posted internally and externally

## **CAREER OPPORTUNITY**

**Position: COMMUNITY CONNECTIONS VOLUNTEER PROGRAM PRACTITIONER  
TEMPORARY 1 YEAR**

**Department: IMMIGRANT SERVICES**

**Hours:** 35 hours/week – including some evenings

**Position Overview:**

To assist with settlement services administration and maintenance of the Community Connections Volunteer Program (CCVP).

**Key Responsibilities:**

Responsibilities include:

- Assist with recruitment and interviews of the CCVP Volunteers.
- Assist with maintenance of information/orientation packages for client program consumers and volunteers.
- Assist with orientation sessions of CCVP Volunteers.
- Assist with implementation of marketing/promotion of information sessions for CCVP volunteers as needed.
- Maintain monthly contact with CCVP Volunteers and program participants.
- Assist with the research, creation and distribution of pertinent information on: country of original cultural profiles; and other volunteer issues.
- Other duties as assigned.

**Qualifications:**

- AAISA Settlement Practitioner 2 is desirable and/or an undergraduate degree and/or diploma and/or previous relevant experience in the areas of Education, Social Work, field of psychology, or relevant disciplines.
- Previous experience working with newcomers (refugees) is highly desirable.
- Second or multiple language capabilities are highly desirable.
- The successful candidate will be required to provide a Police Information Check.

**Start date: June 17, 2019**

**Application deadline: May 24, 2019**

**Please submit, in confidence, a resume and cover letter referencing job posting IS74 and where you viewed our ad:**

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

