



This position is posted internally and externally

CAREER OPPORTUNITY

Position: Practitioner, Community Connections Volunteer Program (CCVP)

Department: Immigrant Services

Hours: Monday to Friday, 35 hours per week

Position Overview:

Assist with administration and delivery of the CCVP as per funding criteria.

Key Responsibilities:

Responsibilities include:

- Assist with the following:
 - Recruitment and interviews of the CCVP Volunteers.
 - Maintenance of information/orientation packages for client program consumers.
 - Maintenance of information/orientation packages for clients and volunteers.
 - Provide initial orientation sessions for CCVP Client and Volunteers.
 - Orientation sessions of CCVP Volunteers.
 - Implementation of marketing/promotional plan to recruit CCVP Volunteers as requested.
 - Development and promotion of information sessions for CCVP volunteers as needed.
 - Administration of men's and women's Conversation Circles and the G.I.F.T. (Group of Immigrants with Foreign Training) Program and maintain appropriate documentation.
 - Maintain monthly contact with CCVP Volunteers, providing written documentation.
 - Maintain monthly contact with program consumers, providing written documentation.
 - Development and distribution of a monthly agency newsletter.
 - Research, creation and distribution of pertinent information on: country of original cultural profiles; and other volunteer issues.
 - Distribution of satisfaction surveys among CCVP volunteers and clients.
 - Documenting monthly CCVP volunteer hours.

Other assigned duties:

- Answer telephone and in-person callers promptly.
- Provide information about the organization's services.
- Complete all necessary client and organization documentation.

Qualifications:

- An undergraduate degree and/or diploma in the areas of Early Childhood Education, 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, administrative skills 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.

Start date: As soon as suitable candidate is found

Application deadline: October 8, 2020

Please submit, in confidence, a resume and cover letter referencing job posting IS93 and where you viewed our ad:

Email: humanresources@lfsfamily.ca

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.

