



Brampton Multicultural Community Centre

SETTLEMENT WORKER

INTERNAL AND EXTERNAL POSTING

Hours: 35 per week - Location: Peel Region

Brampton Multicultural Community Centre (BMC) is a charity organization that was established in Peel Region in 1987. Its mandate and central purpose is to enable less advantaged individuals, families and groups in the community, and in particular newcomers, to achieve their potential, improve their life chances and build their future. Core programs and services focus on helping immigrants break barriers; acquire information, resources, skills and connections to help them in their settlement process and to facilitate their integration into society. We are looking for an individual with experience in Social Service Sector. You must be hard working and be able to work under pressure with utmost professionalism

RESPONSIBILITIES

- To provide assessment, information, orientation, referral and support services to immigrants/newcomers in the office or offsite location
- Prepare or help in documentation, advocacy, supportive counselling and related services
- Program planning, development, monitoring, case management, evaluation and documentation
- To assist in the operation of agency's programs & services including information updating, filing, compiling monthly statistics, activity and outcome report(s) monthly, quarterly, yearly basis
- Distribute promotional material about the services for newcomers at BMC service locations to newcomer clients and creating awareness of our services in the community.
- Assist clients to prioritize their settlement needs and facilitates referrals to the closest and most appropriate community services
- To help organize and conduct on-going outreach/publicity throughout the community
- Design and develop marketing outreach strategies to create awareness of program and provide itinerant services at other locations
- Facilitate group orientation sessions providing information on resources available to the community and market BMC Settlement Services programs through presentations to the community
- To coordinate/present information sessions/workshops to adults, youth and families
- To liaise and network with other service providers and attend meetings if and when required
- To evaluate the outcome of the program and the ability to do in-depth analysis
- Any other related duties prescribed by the board/designate
- Reports to Executive Director and/or his/her designate

QUALIFICATIONS/SKILLS

- Degree/Diploma in Social Services or minimum one (1) year direct working experience in settlement sector with proven experience in assisting newcomers with settlement issues
- Extensive knowledge of the immigration system and community services, programs, resources and outreach practices
- Experience working with youth and families; strong understanding of issues facing immigrants/newcomers in Peel region
- Experience working with Settlement Services (MSEP/ISAP/LSP/NSP) is a definite asset
- Ability to work independently and co-operatively and a team player
- Excellent planning, organizational and time management skills
- Strong and effective inter-personal skills and excellent verbal communication
- Ability to work with other service providers and organizations
- Effective report writing ability and evaluation of program
- Excellent Computer skills: Word, Excel, PowerPoint and Outlook 2007 as well as Web based databases (OTIS)
- Fluent in English and ability to speak, read and write Urdu, Hindi and Punjabi is a definite asset
- Flexible to work in any BMC program with flexible hours. Evenings and/or weekends may be a part of any regular weekly schedule
- Must have own transportation, driver license and valid insurance to use your vehicle for job related travelling.

This is a full time contract position with an end date of March 31, 2012.

**Please mail, fax or email resume along with a cover letter referencing
BMC-JC-0074 by August 26th, 2011 to:**

Human Resources Department
Brampton Multicultural Community Centre
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: hr@bmccentre.org



IS AN EQUAL OPPORTUNITY EMPLOYER AND COMMITTED TO EMPLOYMENT EQUITY

WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED