



## Brampton Multicultural Community Centre

# SETTLEMENT WORKER - EVENINGS

### INTERNAL AND EXTERNAL POSTING

**Hours: 16 Hours per week - Location: Peel Region**

**Brampton Multicultural Community Centre (BMC)** is a community based non-profit social service organization serving immigrants, newcomers, and the community at large within the Peel Region. We are looking for individuals with experience in Settlement Service Sector. You must be hard working and be able to work under pressure with utmost professionalism. Programs at BMC are designed to settle Newcomers and Immigrants and to increase their employability in the local job market.

### RESPONSIBILITIES

- To provide assessment, information, orientation, referral and support services to immigrants/newcomers.
- 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 liase 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 prescribe 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 working experience in settlement sector with proven experience working with newcomers
  - Knowledge of employment search techniques using Internet; career planning information, resume preparation, interview techniques and labour market trends.
  - Knowledge of issues affecting newcomers, their employment, availability of training supports & other community resources
  - Experience in working with MSEP/SWIS, ISAP, JSW or HOST Settlement Programs is a definite asset.
  - Good written and oral proficiency in English and in one of the following languages is a definite asset: Spanish, Hindi, Punjabi and Urdu
  - 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
  - Understanding issues facing immigrants/newcomers in Peel region
  - Must be able to work evening and weekends, if and when required
  - Computer literate; MS Office, Internet, Email, Adobe Acrobat and Desktop publishing
  - Must have own transportation, driver license, own insurance and use your vehicle for job related travelling.
  - **Schedule of shift – Monday to Thursday 4:30 PM – 8:30 PM**
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Please mail, fax or email resume along with a cover letter referencing  
**BMC-JC-0056 by February 19<sup>th</sup>, 2010 to:**

Human Resources Department  
Brampton Multicultural Community Centre  
197 County Court Blvd, Suite 303  
Brampton, ON L6W 4P6 2T9

**NO PHONE CALLS PLEASE**

Fax: 905-790-8488

Email: [bmcjc0044@bmccentre.org](mailto:bmcjc0044@bmccentre.org)



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