



THE SEVEN OAKS SCHOOL DIVISION
invites applications for

Settlement Worker
Seven Oaks Immigrant Services Centre



Mission Statement:

Seven Oaks Immigrant Services help newcomer individuals and families in the North-West Winnipeg community and beyond by offering information, support systems, enhanced skills and community connections that aids their integration into life in Canada. We do this to empower immigrants and our community to be healthy and thrive.

Under the direction of the Program Director, the Settlement Worker (SW) provides support to refugees and immigrants, including adults, parents, and families. The SW works cooperatively with the school division and community stakeholders to support program goals.

Duties and Responsibilities:

- Experience facilitating workshops, delivering career coaching services in an adult learning environment.
- Extensive knowledge and understanding of issues surrounding labour market supply and demand, life skills, employability/essential skills, and all aspects of work search preparation and self-marketing.
- Contribute to program development through planning, implementation, and evaluation. This includes identifying gaps in services and creatively working within a team to meet these needs.
- Facilitate outreach activities to create and nurture partnerships and connect with new clients.
- Identify, welcome and support immigrants and refugees.
- Communicate with the leadership team about gaps, trends, success, and challenges related to programs, outcomes, or clients.
- Administration: data entry, report writing, and record keeping.

Qualifications and Skills:

- Understanding of the immigrant experiences including an awareness of settlement issues and an ability to work within a trauma informed and cross-cultural perspective.
- The ability to speak other languages is an asset.
- Strong oral and written communication skills.
- Strong computer skills, including Microsoft Office applications, database applications, internet research.
- Knowledge of programs, resources, and services available to newcomers and established Canadians.
- Post-secondary education in a related field or equivalent combination of education and lived experience.
- A valid Driver's license and a vehicle is a requirement.

This is a full-time position (37.5 hours per week) with a competitive salary and benefits package, salary range \$23.56-\$25.60/hr. Hours of work will be flexible, includes 2 evenings a week (11 am-7 pm or later as needed) and occasionally weekends.

To Apply:

Applications are accepted online. Click [HERE](#) to apply.

**Please attach a cover letter, resume, and three (3) references.
APPLICATION DEADLINE: Friday, April 12, 2024 at 5:00 p.m.**

*The Division will be pleased to accept all applications, however,
only those candidates selected for an interview will be contacted by e-mail.*

*Employment is conditional upon successful clearance through Child Abuse Registry and
Criminal Records (Vulnerable Sector) Checks. Respect in Schools is also required.
Responsibility for acquiring these lies with the employee.*

*Seven Oaks School Division is committed to building an inclusive and diverse
workforce.*

*Reasonable accommodations are available for any candidate who may experience
barriers during the interview and assessment process. Please contact Human
Resources to arrange reasonable accommodations.*