

JOB POSTING

Job Position: BRICs Coordinator
Department: Settlement Services
Status: Monday to Friday – 35 hours per week
(1 year contract position, with the possibility of an extension)
Location: Mississauga, Brampton & Oakville
Compensation: \$23.00 - \$25.00 per hour

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

The Building Resilient and Integrated Communities (BRICs) program aims to build inter-connected, inclusive and cohesive communities by matching established Canadian volunteers with newcomer families and individuals in supportive relationships that will enhance the ability of newcomers to integrate and successfully settle in their communities.

The BRICs Coordinator is responsible for matching established Canadian volunteers with newcomer clients (families and individuals) in supportive relationships that will enhance the ability of newcomers to integrate and successfully settle in their communities.

Responsibilities and Duties: *(but not limited to)*

- Responsible for the planning and coordination of the BRICs program
- Promote the program and recruit newcomer participants
- In partnership with Volunteer MBC and Volunteer Halton:
 - Ensure the appropriate matching of newcomer participants to Canadian volunteers
 - Develop volunteer training in the following broad priority areas: Health and Wellness, Education System, Banking Systems, Public Transportation and Cultural Exchange
- Conduct settlement and integration needs assessments and assist newcomer participants to identify and prioritize their settlement and integration needs
- Host regular orientation sessions to facilitate the introduction and outline the parameters of the program to newcomer participants and volunteers
- Assist newcomer participants and volunteers to develop goals that lead to intended outcomes
- Conduct regular follow-ups to ensure that the newcomer participants' needs are met and that volunteers are well supported
- Research and provide information on a variety of activities, community events and celebrations for newcomer participants and volunteers to jointly participate/attend
- Maintain program and participant records/statistics using agency tracking software
- Input accurate data in iCARE and Caseworks databases as required
- Train and mentor volunteers and student placements
- Participate in staff and team meetings, and professional development opportunities as required
- Perform other duties as required

Qualifications and Skills:

- Post-secondary education in Social Work, Social Service Work, Sociology, Human Services, with previous work experience in settlement and volunteer services
- Demonstrated sensitivity and sincere interest in meeting the needs of newcomers
- Understanding of settlement issues, especially refugee resettlement issues community resources
- Demonstrated skills in case management, group facilitation, curriculum development and conflict resolution techniques.
- Ability to maintain confidential records and documentation, in addition to writing objective and descriptive contact notes
- Ability to work in a culturally diverse environment and a strong understanding of inclusive and equitable service delivery

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- Solid interpersonal, problem-solving, decision-making, analytical and research skills
- Demonstrated verbal & written English communication skills and an additional language an asset
- Organize and prioritize work effectively, with the ability to work independently with minimum supervision and effectively in a team setting
- Computer proficiency in Windows Office Suite and the internet and experience using a database system
- Current Criminal Record Check including Vulnerable Screening will be required
- Valid Driver's License with own transportation is required
- Ability to work flexible hours including evening and weekends

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, January 17th, 2018. Please ensure your application email has the subject heading of 'BRICs Coordinator - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: January 3rd, 2018