

## School Settlement Worker

**Location:** 211 Centennial Pkwy North, Hamilton ON L8E 1H8

**Position Type:** Maternity Leave Contract (August 19, 2024 – May 26, 2025)

**Salary Range:** \$40,000 - \$50,000

### Position Description:

The School Settlement Worker is a hybrid position that will deliver in-person settlement services at various school locations to newcomer youth and parents. This is a full-time contract position with benefits.

### In this position, you will:

- Be a resource to newcomer students and their families in order to provide them with the information and tools for a successful integration into the school and community
- Provide support to schools and newcomer families and assist with educational matters such as school registrations, relaying school updates and attending parent teacher meetings in-person or remotely using various online platforms such as Microsoft Teams, Zoom, etc.
- Organize and facilitate group sessions for newcomer families and school staff in order to address social issues and topics affecting newcomer lives.
- Liaise with appropriate community agencies in order to link newcomers to services relevant to their needs.
- Facilitate the access of newcomer families to school activities, committees, councils and associations
- Participate in school reception and orientation processes for newcomer students and their families
- Act as a liaison between school staff and newcomer students/parents.
- Facilitate planning and delivery of information and group sessions targeted to newcomer youth and parents on Education, Bullying and Youth Leadership initiatives.
- Ensure accurate data entry on OCMS and maintain documentation as per program requirements.
- Assists with administrative support as required
- Attends workshops, trainings, conferences, and staff meetings as required

## You bring:

- Post-Secondary Education related to social services, psychology, counseling, child & youth development, recreation, human resources and/or related experience
- Experience working with newcomers to Canada and an understanding of various immigration categories
- Ability to write, read and speak fluently in English and Arabic
- Proven knowledge of education systems and structures in Ontario
- Knowledge of community and settlement resources in Hamilton area
- Proficiency in computers and skills utilizing Microsoft Office Applications including Word, Excel, Outlook and PowerPoint
- Proficiency in usage of online communication platforms including but not limited to Zoom and MS Teams
- Good interpersonal, presentation, negotiation and organizational skills
- Ability to work within the school systems with diverse staff and clientele
- Valid driver's license and own transportation required.
- Flexibility regarding assigned work hours and locations
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Vulnerable sector check is required as a condition of employment issued no later than six months prior to start date

## Interested in applying?

Please submit your resume to: [fariha.ali@ymcahbb.ca](mailto:fariha.ali@ymcahbb.ca) by June 7, 2024.

To view and apply for positions as a **current employee**, please log into your UKG account and click "My Company", then "View Opportunities" in the sidebar menu.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca)