

FCJ REFUGEE CENTRE

Walking with uprooted people for over 18 years....



EMPLOYMENT OPPORTUNITY

Migrant Support Worker

Start date: September 5th 2017

Salary and Hours: \$15.50/hr, 25 hours a week for one year (52 weeks)

Deadline to apply: August 31st ,2017.

The Migrant Support Worker will work with existing staff, students and volunteers to develop collective solutions to address individual needs and problems associated with immigration and settlement issues.

Key Responsibilities:

- Oversee a file of 25 – 35 cases at a time, offering a wide range of settlement and immigration support; coordinate holistic service delivery response
- Maintain confidential records of cases : from assessment through follow-up; meet and debrief on a regular basis with the co-director; ensure that information is up-to-date and reflecting the latest trends and changes in immigration
- Work from a client-centered approach to increase access to services and ensure clients' needs are being met
- Work closely with transitional housing worker to support women living in our transitional housing program with individualized case management
- Participate in program/service evaluations

Qualifications:

- Excellent program and project management skills.
- Results oriented, highly motivated, and able to work effectively independently or within a team setting.
- Strong interpersonal skills and background in working with individuals from diverse communities
- Strong foundation in settlement and refugee-serving sectors
- Excellent organizational, time management, and planning skills and the ability to multi-task.
- Demonstrated experience working with a wide variety of agencies in a community-based setting and within an anti-oppression framework.
- Effective cross-cultural communication skills.
- Computer literacy skills including Microsoft Office, the Internet, and email.
- Ability to speak a second language is an asset.

As an employer who values diversity in its workforce, we encourage candidates to self-identify as members of the following designated groups: women, visible minority, aboriginal peoples, and persons with disabilities.

Loly Rico
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We thank all applicants; however, due to the volume of applicants, only candidates who are selected for an interview will be contacted.

To learn more about FCJ Refugee Centre please visit our website at: www.fcjrefugeecentre.org.