

SETTLEMENT WORKER- Castlegar

Our Organization

The Columbia Basin Alliance for Literacy (CBAL) is an innovative, multi-service, non-profit organization providing a broad range of literacy related programs and services for children, youth, families, seniors, and immigrants.

Position Summary

This position will be based out of our Castlegar office. CBAL offers settlement and language services for immigrants under contracts with the provincial government and Immigration, Refugees and Citizenship Canada. This is an exciting opportunity for a highly motivated individual who can couple their knowledge of resources and opportunities in Castlegar with their experience in working with immigrants.

Settlement Worker Abilities & Attributes

- Ability to work flexible hours
- Strong organization, communication and interpersonal skills
- High degree of initiative, adaptability and creativity
- Experience working with immigrants
- Understanding of Canadian settlement trends, policies and challenges
- Comprehensive knowledge of support services and programming in Castlegar
- Strong computer and administrative skills including using Zoom
- Empathy, patience and understanding regarding sensitive issues
- Post-secondary degree, or equivalent experience
- Experience facilitating small groups and working with people who have a wide range of English language skills
- Driver's license, clean driving record and access to a vehicle

Job Description

- Meet with clients and complete needs assessments
- Make referrals to community supports and programs based on client needs
- Provide orientation to the community and, more broadly, to Canada as needed
- Coordinate and, at times, present monthly workshops based on client needs and interests
- Complete electronic monthly activity reports
- Participate in monthly organization-wide settlement staff meetings
- Seek out and participate in professional development opportunities
- Communicate with community partners and the public about settlement services available in Castlegar

This position begins early December at 19 hours per week, with a flexible schedule. The wage is \$23.00 per hour.

Email resumes with cover letter to amurdoch@cbal.org by 4 pm, November 18, 2021.

We thank everyone for their interest in this position; however, only those selected for an interview will be contacted.