

SETTLEMENT WORKER - Trail & Area

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 Trail office. CBAL offers settlement and language services for newcomers through 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 the Lower Columbia with their experience working with newcomers.

Settlement Worker Abilities & Attributes

- Ability to work flexible hours including occasional weekends and evenings
- Strong organizational, communication and interpersonal skills
- High degree of initiative, adaptability and creativity
- Experience working with immigrants
- Understanding of regional, provincial and national immigration trends, policies and challenges
- Comprehensive knowledge of local support services, resources and programming
- Strong computer and administrative skills including Zoom and MS Office
- Empathy, patience and the ability to maintain a high degree of confidentiality
- Facilitation skills and the ability to work with non-native speakers of English
- Driver's license, clean driving record and access to a vehicle
- Post-secondary degree, or equivalent experience

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 in the region

This position begins in May at 23 hours per week, with a flexible schedule. The wage is \$24.75 per hour.

Email cover letter and resume to camantea@cbal.org by 4 pm, April 21, 2023.

We thank you for your interest; however, only those shortlisted will be contacted for an interview.

CBAL is committed to promoting equal employment opportunities for all community members.

