



Northwest London Resource Centre

Community Connections Family Worker Job Description

Report to:

The Community Connection Family Worker will be an employee of Northwest London Resource Centre (NWLRC). Day-to-Day supervision/consultation will be provided by the Coordinator of NWLRC Settlement Integration Services in the form of formal supervision meetings as well as informal support as requested by the Community Connection Family Worker.

Qualifications:

Social Service Worker Diploma, Social Work Degree, related fields of expertise or extensive experience of over 3 years actively supporting newcomers and referring newcomers, refugees and immigrants to needed services.

Hours:

Position is a full-time position and will run from Monday to Friday. Some evenings and weekends if/and when required.

Hours per Week:

37.5 hrs./ week

Wage:

\$25.31/ hour

Duties:

Community Connections programming aims at providing newcomers with opportunities to establish social and professional networks. This is achieved by welcoming newcomers and engaging them in their communities to increase their sense of belonging.

Responsibilities:

- Organize, coordinate and lead group activities, orientations and information sessions
- Outreach to recruit volunteers and newcomers within the communities
- Adapt to and thrive in a fluid schedule characterized by late evenings and weekends on a constant basis
- Introduce and connect newcomers to local culture to learn about the local traditions and make new friends
- Be creative and resourceful for newcomer families to facilitate their transition to feel welcome by creating networks
- Build relationships with, mentor and support adults and older adult participants
- Spearhead and nurture partnerships with community stakeholders
- Identify the needs and barriers of newcomers and volunteers that may enhance/impede participation
- Be time sensitive to all deadlines and project due dates
- Analyze current needs of the newcomer families and community to develop and implement new projects/activities



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- Collect client feedback (e.g. surveys, workshop evaluations, etc.) to track outcomes of settlement services
- Provide statistical and narrative reports and conduct evaluations as needed
- Ensure appropriate and confidential handling of client information and files.
- Provide ongoing support and monitoring to participants within group activities
- Implement all systems and procedures relating to volunteer management at NWLRC
- Provide detailed overview of program activities and outcomes set by IRCC Logic Model
- Enter statistical information in a data system using the IRCC approved tracking system, known as Immigration Contribution Agreement Reporting Environment (iCARE)
- Operate in accordance with policies, procedures, guidelines and protocols of the NWLRC/SLNRC
- Participate as a member of NWLRC team by furthering collective team goals
- Be responsible for program equipment (including a laptop, iPads, cell phone, etc)
- Ability to write and speak fluently in English
- Ability to speak another language is an asset
- Possess a valid driver's license and access to a vehicle is a must
- Attend staff meetings, training opportunities and community meeting
- Other duties as assigned by the Director.
- Valid Driver's license with access to a car
- Must have a registered Social Insurance Number and eligible to work in Canada.
- Satisfactory Canadian criminal background checks are a MUST and if you do not have it, it would be paid by the Agency
- Applicants must be able to provide proof to show that they are fully vaccinated upon the Agency's request

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This is an Internal and External posting. If you are interested in applying for this position, please submit your resume and a detailed cover letter to Vincent Tao, Administration Coordinator at vtao@slnrc.ca

"We work together to "empower and enrich the neighbourhood in an inclusive environment."