



<b>Job title:</b>	<i>Settlement Worker - Community Connections (Maternity Leave Contract)</i>
<b>Department:</b>	<i>Welcome Centre and Immigrant Services</i>
<b>Reports to:</b>	<i>Manager, Welcome Centre and Immigrant Services</i>
<b>Hours of work:</b>	<i>8:30 a.m. – 4:30 p.m.</i>
<b>Issued:</b>	<i>March 2021</i>

### **Job purpose**

Community Connections' program funded by Immigration Refugees and Citizenship Canada (IRCC) facilitates the settlement process, and integration of newcomers. The Settlement Worker - Community Connections will be responsible for the development, implementation and delivery of newcomer programming that include the following activities: Building Linkages Program and Community Garden Program.

This role promotes Newcomers and Indigenous engagement by facilitating and bringing together members from both communities to, foster intercultural learning, diversity and inclusion and building of ties amongst unique communities.

### **Duties and responsibilities**

- Co-develop with the Indigenous community culturally-appropriate networking and engagement strategies that support meaningful dialogue between newcomers and members of local Indigenous communities
- Develop a culturally-sensitive outreach strategy to recruit newly-arrived immigrants, newcomers and Indigenous Peoples to participate in program activities
- Assess needs, interests, geographic proximity, etc. of newcomers and volunteers that will support the delivery of program activities
- Provide ongoing training for volunteers to ensure activities are successful
- Lead the Building Linkages and Community Garden program activities
- Develop flyers, posters and presentations to promote the programs
- Initiate new and facilitate established program activities
- Meet program deliverables, targets and outcomes
- Maintain accurate client and volunteer records using program database and iCARE (The Immigration Contribution Agreement Reporting Environment) system reporting platform
- Prepare narrative and statistical reports on a monthly basis and as required

- Work in a team setting with other CDCD programs that offer a full range of services to new immigrants
- Support and assist the Community Connections Team and other agency staff as a team player and in a friendly manner
- Utilize program budget as stipulated in the funding agreement
- Ensure that workplace conduct and activities are in accordance with the Occupational Health & Safety Act
- Actively participate and contribute to the standing committees of CDCD and external partnerships
- Perform other duties as assigned

## **Job-Specific Competencies**

### **Valuing Diversity and Social Change**

Supports an environment that promotes opportunities for all, regardless of race, ancestry, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, age, family status, or disability; fosters a climate of inclusion, where diverse thoughts are freely shared and integrated. Understands social justice, all groups and individuals receive fair treatment and an equitable share of the benefits of society.

### **Culturally-Sensitive**

Recognizes, understands, and applies attitudes and practices that are sensitive to and appropriate for people with diverse cultures, socioeconomic and education.

### **Problem Solving**

Ability to address a problem and facilitate ways in which to solve the issue. Potential to assist people with problems they may have and plan ways in which to help solve the concern.

## **Qualifications**

- Post-secondary education in Social Services or related area of study
- Knowledge and experience working with the Indigenous community
- Settlement sector experience working with newcomers and immigrant-serving partners is an asset
- Knowledge of issues that impact newcomers, immigrants and Indigenous Peoples
- Demonstrated ability to advocate, liaises and mediate
- Knowledge of Durham Region community and services
- Ability to make presentations, conduct workshops and network with potential clients and partners
- Ability to speak and write in additional language/s is an asset
- Strong proficiency in the use of Microsoft Office and virtual platforms such as Zoom

## **Personal Attributes**

- Self-motivated and has a demonstrated ability to set priorities and handle multiple tasks simultaneously
- Professional demeanor, with excellent communication skills

- Strong work ethic, integrity and ability to instill trust
- Must have a high level of integrity and ability to work with confidential and sensitive information
- Maintains flexibility and performs under pressure with tight deadlines
- Team player who is positive, professional and experienced in working with at-risk clients
- Highly organized with strong time management skills and the ability to handle multiple projects concurrently and meet tight deadlines
- Responds to stressful situations in a calm, collected and professional manner
- Strong critical thinking, decision-making ability and keen attention to detail
- Must be proactive, resourceful, and possess the ability to resolve complex client concerns

### **Additional Requirements**

- The Settlement Worker - Community Connections Worker will need to be flexible in working evening shifts and/or weekends and attending meetings and events as required.
- Class “G” Driver’s license and a reliable vehicle to use for CDCD business
- Able to work from the office and from home based on the Guidelines of CDCD

---

**APPLICATION PROCESS:** Applicants are requested to submit their resume and a covering letter stating salary expectation, while outlining their strengths, experience and aptitude to fulfill the position requirements.

**Please submit applications via email, with “ Settlement Worker - Community Connections” in the subject line, to: [hr@cdcd.org](mailto:hr@cdcd.org). We would appreciate no phone calls or agencies.**

CDCD thanks all applicants for their interest; however, only those asked for additional information and/or selected for an interview will be contacted.

CDCD is committed to providing equal opportunity to all employees. We strive to create a diverse and inclusive workplace that represents the cultural mosaic of the Durham Region and the communities we serve. We recognize the value that comes from the different viewpoints, unique experiences and diverse perspectives of our employees, who bring fresh, new ideas to our business. Diversity plays a key role in our ability to deliver our mission.

CDCD is strongly committed to diversity and inclusion within its community and encourages applications from Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, LGBTQ2S persons, and others who may contribute to fostering innovative ideas and solutions.

As an employer, CDCD has a duty to accommodate at all stages of the hiring process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.