



# MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: [mnsinfo.org](http://mnsinfo.org) / Email: [info@mnsinfo.org](mailto:info@mnsinfo.org)

## Job Posting

<b>Position:</b>	Settlement Worker, Arabic Speaking
<b>Contract type:</b>	Full Time Permanent
<b>Start Date:</b>	ASAP
<b>Location:</b>	Region of Peel
<b>Rate:</b>	\$26.48 per hour
<b>Hours:</b>	35 per week.
<b>Deadline to apply:</b>	October 11, 2024
<b>Position Type:</b>	This position is part of the bargaining unit.
<b>How to apply:</b>	Please email your resume with a cover letter to <a href="mailto:HR@mnsinfo.org">HR@mnsinfo.org</a>

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at [www.mnsinfo.org](http://www.mnsinfo.org)

### Position Summary:

The Settlement Worker provides essential support and guidance to newcomers and immigrants as they navigate the settlement process in Canada. This role involves assessing individual needs, offering resources, and facilitating access to services that promote integration into the community. Key responsibilities include conducting intake assessments, creating personalized settlement plans, organizing workshops, and providing ongoing support. The ideal candidate will possess strong intercultural communication skills, a deep understanding of the challenges faced by immigrants, and a commitment to fostering a welcoming and inclusive environment.

### Duties:

- Plan and implement sustainable local community promotions and outreach strategies for the client settlement program.
- Conduct client needs assessment and psycho-social evaluations of clients for registration into various programs.
- Offer compassionate, timely orientation and integration settlement services and refer client to other agencies or in-house for further assistance.
- Works one on one with clients to ensure they are well informed about the available support and receiving the entitled supports and services.
- Advocates and liaises with other agencies and organizations regarding services for clients.
- Assist clients in completing government, other settlement related applications.
- Provide ongoing crisis counseling and emotional support to women and their families who have experienced personal abuse and/or trauma.

- Work closely with stakeholders in the local community to promote the program.
- Assist in promoting cross-cultural awareness in the community, addressing the cultural challenges that newcomers experience.
- Facilitates groups and workshops on orientation to Canada, life skills, employment, and other newcomer workshops as needed.
- Responsible for ensuring all client information is entered and updated in agency data base.
- Compile and submit accurate monthly reports on settlement and outreach activities.
- Attend programs, department and agency meetings.
- Other duties as may be assigned by the supervisor.

### **Qualifications:**

- Social Services Worker diploma or equivalent with relevant practicum experience.
- Minimum of two (2) years experience providing settlement services to Newcomers and Refugees.
- Sensitivity to the personal experiences, challenges of newcomers and awareness of the local community, culture and traditions.
- Current knowledge of government and other local support services, programs.
- Demonstrated experience providing workshops on life skills and employment to newcomers.
- Excellent interpersonal and verbal and written communication. **Fluency in English and Arabic is a must.**
- Demonstrated experience in data-entry, documentation and reporting. Knowledge of Internet, Email and Microsoft Office Suite.
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) police check obtained within past six (6) months.

*"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."*

*MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.*