



# MALTON NEIGHBOURHOOD SERVICES



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## Job Posting

<b>Position:</b>	Settlement Worker in Schools – Arabic Speaking
<b>Contract type:</b>	Full Time Permanent
<b>Start Date:</b>	ASAP
<b>Hours:</b>	35 hours/week
<b>Rate:</b>	\$28.07 per hour + 4% vacation pay
<b>Location:</b>	Peel Region
<b>Position Type:</b>	This position is part of the bargaining unit
<b>Deadline to apply:</b>	Open until filled
<b>How to apply:</b>	Apply via Indeed or email your resume to <a href="mailto:hr@mnsinfo.org">hr@mnsinfo.org</a>

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### About MNS:

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:

A SWIS (Settlement Workers in Schools) worker supports immigrant and refugee students and their families as they navigate the education system.

### Duties:

- Develop and maintain effective relationships with school officials and other partner agencies to ensure the success of the SWIS program
- Ensure that the educational, settlement needs of students and their families are met
- Timely follow-up with student registrations/confidentiality forms, and with SWIS program and the agency's data entry responsibilities
- Conduct needs assessment of each student and offer ongoing supports as needed
- Provide regular information/orientation sessions on Canadian culture and educational system, local community resources and settlement services
- Organize and support group activities, including workshops, outings, field trips and English conversation circles, and other SWIS related activities
- Offer timely information and referrals in support of assessed client needs
- Maintain outreach activities, community connections, and assist in promoting community networks to link newcomers
- Track/compile accurate client /service stats in the federal and agency's database systems
- Attend program and interagency meetings as needed
- Produce monthly reports for submission to the program manager and funders

## **Qualifications:**

- A degree or diploma in social work, counseling, education, or a combination of education and working experience with immigrant communities that fulfills the program requirements
- Knowledge of immigration, refugee services, and of Peel's ethno-specific programs, services
- Familiarity with new-immigrant settlement issues and of the barriers regarding newcomers' integration in education, social, cultural, and economic aspects of Canadian life
- **Fluency in English and Arabic languages is mandatory.**
- Strong team player with well-developed interpersonal, cross-cultural awareness, written and verbal communication skills
- Experience in outreach, community development and marketing of programs and services
- Self-motivated, positive minded, adhere to inclusion, diversity and equity principles
- Ability to work flexible schedules as needed
- 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.*