



JOB POSTING

Position:	Settlement Worker in Schools – Spanish Speaking
Contract type:	Full Time – Contract ending March 31, 2026
Start Date:	ASAP
Hours:	35 hours Per Week, 46 weeks Per Year
Rate:	\$29.19 Per Hour + 4% vacation pay
Location:	Peel Region
Position Type:	This position is part of the bargaining unit
Deadline to apply:	Open until filled
How to apply:	Apply via Indeed or email your resume to hr@mnsinfo.org

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

Position Summary:

The Settlement Worker in Schools (SWIS) provides essential support to immigrant and refugee students and their families as they transition into and navigate the education system. This role involves assisting students with adapting to their new school environment, understanding school policies, and accessing available resources. The SWIS worker helps families understand the educational system, provides guidance on enrollment processes, and offers ongoing support to ensure students' academic, social, and emotional success. In addition, the SWIS worker collaborates with school staff, community organizations, and local resources to facilitate a smooth integration for students and their families, promoting a positive and inclusive educational experience.

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 Spanish 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.

How to Apply: Send your resume and cover letter in PDF, outlining relevant experience to hr@mnsinfo.org Please include "SWIS Worker – Spanish Speaking" in the subject line.

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