

# Job Opportunity



## Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

## At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

**As we continue to grow, we have a need for the following position:**

**Position/Term: Settlement Advisor (IRCC)**

**Location:** Windsor Learning Centre, 500 Victoria Ave, Windsor Ontario N9A4M8

**Start Date:** As soon as possible

## Qualifications & Experience:

- Post-Secondary Degree or Diploma in a related Human Services, Counselling, or Education discipline
- Knowledge of Immigration Law, and government funded/ community programs (i.e. Ontario Works, Legal Aid, CAS, etc.)
- Applicants must be fluent in Somali Language with strong reading and writing skills
- Proficiency in Microsoft Office and familiar with using a database
- Proficiency in using online digital platforms such as Microsoft Teams, Zoom or Google Meet; it is required to provide a blend of virtual/remote services and in-person services
- Demonstrated understanding and sensitivity towards the challenges facing newcomers

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- Experience working with diverse populations
- Settlement Counseling and solution-based counselling background
- Proven ability to understand and interpret complex documentation, applications, etc.
- Highly developed research skills
- Comfortable and effective communicating in group situations and delivering effective and engaging presentations
- Previous experience working within the Settlement Sector (an asset)
- Current and acceptable Criminal Record Check with Vulnerable Sector Screening is a condition of employment for all staff and volunteers.
- It is a YMCA of Southwestern Ontario requirement that all employees and volunteers be fully vaccinated against COVID-19. Exemptions will be granted upon receipt of acceptable proof of a permissible Human Rights Code ground.

## **Compensation/Benefits:**

- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- Vacation entitlement in accordance with the employment standards regulations
- May be entitled to up to 12 paid personal days – applicable with position and contract length.
- Benefits package - applicable with position and contract length

## **Schedule:**

- Full time, Monday to Friday, 40 hours per week

## **Responsibilities:**

- YMCA of Southwestern Ontario policy and procedures
- Act as a YMCA ambassador, demonstrating YMCA core values in your daily work.
- Determines eligibility for services and conducts initial needs and assets assessments to identify needs, assets and obstacles to success
- Provides information and referrals to newcomers in order to meet immediate everyday needs including housing, banking, shopping, education, health services, etc.
- Assists clients in setting realistic goals, priorities and the development of action items through the creation of a solution focused settlement plan
- Refers newcomers to appropriate internal and external programs and resources
- Implements accepted settlement counseling practices and procedures including accurate documentation, continuous assessment, file maintenance and client follow-up
- Maintain and expand client base through outreach, which includes community visits, developing outreach materials and promoting community networks.
- Represent the agency on appropriate community networks focused on immigration issues and refugee status and work in conjunction with other agencies and community groups to co-ordinate/facilitate the delivery of services.

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- Advocates on clients' behalf, when appropriate, with agencies, organizations and institutions
- Assists with exploration, research and the development of workshops and programs that address identified client needs
- Delivers group orientation and information sessions for newcomers and the public
- Provides leadership and direction in assigned projects that benefit our clients and the YMCA i.e. Strong Kids, Peace Week, etc.
- Supervise and support program volunteers as needed.
- Handles administrative and clerical duties, including back-up reception, as required

## To Apply:

1. In your cover letter, specifically state the position you are applying for and location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, resume, and applicable attachments to Laure Khalil, Manager of Settlement at [laure.khalil@swo.ymca.ca](mailto:laure.khalil@swo.ymca.ca); by December 6<sup>th</sup>, 2021, at 5 pm.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.**

Want to know more about us, visit us at: <https://www.ymcaswo.ca/>

<https://www.facebook.com/YMCAofSWO/>