



Centre for
Newcomers

Welcoming People from Around the World

**Position Title: South Asian-Punjabi Settlement Practitioner
Immigrant Settlement Program
Community Development Department
Posting No. 10-07**

Position Summary

The Settlement Practitioner assists newcomer immigrants and refugees in their adaptation to Canadian society through self-help and community development approaches. The Settlement Practitioner creates opportunities for newcomers to work towards a more active participation in community initiatives by linking newcomers with communities, organizations and agencies. The target groups are South Asian newcomers to Canada and Alberta, especially those who are Punjabi-speaking

This position reports to the ISP Co-ordinator. It is a temporary one year part-time (.6) position. The hours are from 8:30 to 4:30 p.m., 3 days per week, for a total of 22.5 hours per week. This position will be staffed from date of hire to April 2011.

Responsibilities

1. Recruit participants from newcomer communities, conduct initial assessment, and provide necessary services;
2. Facilitate peer groups that build the capacities of participants and help them develop and implement their own action plan;
3. Help promote newcomer participation in organizations, agencies and community initiatives;
4. Link and partner with ethno-cultural groups and mainstream groups as well as other programs of the centre;
5. Conduct presentations to the community and media about newcomer situation and needs to generate public support and response;
6. Follow-up and monitor participants and conduct outcome measures for activities;
7. Create client data-base and filing system for work and submit regular reports as required;
8. Attend periodic staff meetings and work as a team;
9. Perform other related functions that the supervisor assigns.

Qualifications

- Demonstrated practical experience and knowledge in community development work
- Cross-cultural sensitivity
- Good facilitation and communication skills
- Knowledge of South Asian culture and languages (especially Punjabi, Hindi and Urdu), and connections with the community
- Familiarity with immigrant issues, resources and services
- Knowledge and experience in Excel and Word programs
- Accurate record keeping, filing and reporting skills in English

To apply, please email your resume quoting posting number 10-07 to
jobs@centrefornewcomers.ca

Posting Date: March 10, 2010