



## **JOB POSTING**

**Mennonite New Life Centre of Toronto**  
**Toronto ON**

Position Title: **NSP Settlement Worker**  
Status: **Full Time (35 hours per week)**  
Reporting: **Settlement Manager**  
Application Deadline: **Friday, June 9, 2017**

The Mennonite New Life Centre of Toronto is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides settlement and employment services, language instruction and child-minding, mental health supports and capacity building workshops.

The Settlement Worker will be responsible for providing settlement and integration assistance to various newcomer communities. This role will encourage, support and empower newcomers to meet immediate needs, integrate into the labour market and participate in their new society.

### **Responsibilities:**

- Welcome new clients. Assess client needs, with a focus on the whole family. Special attention is paid to the needs of particularly vulnerable family members, such as children, youth and seniors.
- Perform immigration counseling and assist newcomers with immigration processes, particularly temporary permits such as Work, Visitor, Study. Complete forms, gather supporting documentation, write support letters, and consult with lawyers.
- Assist newcomers with application/communication with income support programs such as Ontario Works/ODSP or Canada Pension Plan. Advocate with case workers to resolve problems and maximize benefits.
- Offer general orientation on newcomer rights and obligations, as well as general information related to public transportation, housing, school registration, subsidized day care, health care, education and training opportunities, employment, legal services, etc.
- Work with client to address immediate and longer term priorities. This involves phone calls, letter writing, and completion of forms, linguistic/cultural interpretation, and advocacy in order to help the client negotiate unfamiliar bureaucracies and service systems.
- Refer clients as needed to other agency programs, outside professionals and/or community resources. Follow-up with clients to determine service satisfaction and offer support with ongoing settlement needs.
- Contribute to community engagement initiatives. Participate in critical analysis of immigration and employment policies affecting newcomers and development of policy recommendations.
- Mobile Services offering high quality orientation sessions and workshops to immigrants and refugees.
- Organize and/or facilitate group sessions on a wide range of issues of interest to newcomers: immigration issues, educational/training opportunities, job search and employment, labour rights, civic participation, etc.
- Facilitate ongoing client groups i.e. seniors, youth, women, etc., organizing a variety of educational, therapeutic and recreational activities.



**Qualifications:**

- University or college degree in law, social work or related field
- Work or volunteer experience in community agency serving newcomers
- Empathic skills and understanding of the newcomer experience
- Understanding and critical analysis of immigration and employment policies affecting newcomers
- Passion for people and social justice. Empathy, cultural sensitivity and anti-oppression approach.
- Self-reliant, but able to work effectively in a team environment.
- Fluency in a second language. Third language an asset.

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage applicants from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply. This position is required to work Saturdays.

**Please note that only qualified candidates to be interviewed will be contacted.**

**Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org). Please quote reference #NSPS2017 in the subject heading of your application.**

For more information about the Mennonite New Life Centre of Toronto, please visit [www.mnlct.org](http://www.mnlct.org).