



# Job Posting - Settlement Worker (Arabic)

**Mennonite New Life Centre**  
**3570 Victoria Park Ave, Suite 204**  
**North York, Ontario**

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

The Settlement Worker will be responsible for providing needs assessment, settlement planning, internal / external referral and case management services to Arabic and English speaking newcomers, with a focus on Skilled Workers and Family Class Immigrants. The Settlement Worker will encourage, support and empower newcomers to meet immediate, intermediate and long term goals with vision to achieving social and economic integration in their new society.

This position is a part-time position, 17hrs per week, 6-months in duration, beginning October 2016.

## **Responsibilities:**

- Conduct assessment of client needs using pre-established tools, and assist clients with issue prioritization and settlement planning.
- Provide settlement orientation / information and referral services in an inclusive, holistic, client centered manner.
- Work with clients to develop realistic and achievable settlement plans that reflect client need and outline appropriate steps to achieving the short and long term goals of the client.
- Case manage clients through referral interventions ensuring the Settlement Plan remains relevant, and responding to the changing needs of the client when appropriate.
- Support Orientation activities through the delivery of settlement related workshops to a diverse audience of newcomers including second language learners
- Contribute to community engagement and advocacy initiatives
- Be able to provide services itinerantly within the GTA at partnering organizations.
- Data input of client information into case management software
- Monthly reporting of related efforts and statistics in narrative and numeric form
- Manage sensitive information with respect and confidentiality.
- Follow-up with clients to determine service satisfaction and offer support with ongoing settlement needs.

## **Qualifications:**

- University or college degree in a human service related field. Preference will be given to candidates with training in settlement work.
- Professional experience in settlement counselling, with assessment and case management exposure.
- Passion for people and social justice. Empathy, cultural sensitivity and anti-oppression approach.
- Strong understanding and critical analysis of systemic barriers to the integration of newcomers.
- Self-reliant, but able to work effectively in a team environment.
- Fluent in English and Arabic

*The Mennonite New Life Centre is committed to employment equity initiatives. We encourage internationally trained professionals and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply. Please note that only candidates to be interviewed will be contacted.*

**Please apply by emailing your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnclct.org](mailto:jobs@mnclct.org) no later than September 30<sup>th</sup>, 2016. Please quote reference # SWA2016 in the subject heading of your application. Please note that only candidates to be interviewed will be contacted.** For more information about the Mennonite New Life Centre of Toronto, please visit [www.mnclct.org](http://www.mnclct.org).