



Mount Pleasant Neighbourhood House

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Internal/External Job Posting

Chinese Speaking Seniors Settlement Worker (Maternity Leave Replacement)

Posted: November 15th, 2021 Closing: November 29th, 2021

Job Overview

The Chinese Speaking Seniors Settlement Worker is responsible for assisting immigrant seniors to Canada to settle in their chosen communities by providing assessment, enhanced information, information and referral, advocacy and orientation services to newcomers. The Seniors Settlement Worker will also plan, organize, implement and evaluate community-based settlement services and integration programs for new immigrant seniors, and will facilitate community connections activities. In consultation with other newcomers and seniors team members, and volunteers, the Seniors Settlement Worker will reach out into the community and identify individuals or families who will benefit from services.

Responsibilities include:

- Works collaboratively with MPNH programs, community and partner settlement services agencies to plan, develop and evaluate programs for immigrant and refugee seniors, such as orientations, life skills, recreational and educational workshops, ESL, digital literacy and other short courses on settlement related topics and other relevant issues;
- Provides settlement support, including intake, needs assessment, referral, and one-to-one supports to newcomer seniors from diverse backgrounds;
- Provides seniors with general information, contacts, referrals and support (such as accompaniment, translation, interpretation, etc.) as needed to facilitate access to programs and services;
- Develops and implements strategies for immigrant seniors to socialize in a cross-cultural environment, host events and develop leadership capacity;
- Organizes transportation, facilities, equipment, materials, food and other logistics related to programming;
- Conducts outreach to and networks with newcomers, community organizations, cultural groups, etc., to connect newcomers to programs, community organizations, and local neighbourhood groups and activities;
- Works collaboratively as part of the Mount Pleasant Newcomers and Seniors Team, and with other Mount Pleasant Neighbourhood House programs and community partners;
- Maintains program and confidential participant records and statistics, and is accountable for inputting accurate data in iCARES database as well as maintains MPNH records-keeping systems;
- Assists in the recruitment and helps to maintain volunteers to help support the delivery of the programs;
- Performs other related duties as required.

Qualifications Required:

- Diploma in a related human/social service field (e.g., gerontology, community development, volunteer management, recreation, social work, etc.);
- At least 2 years' experience working with seniors and immigrants;
- Knowledge and applied skills in program development and implementation, including: issues in aging, family dynamics, immigration, group facilitation, and community engagement;
- Proven ability to facilitate groups or organize activities / events;
- Demonstrate an ability to work in multicultural environment, and with individuals and communities suffering from discrimination, racism and culture shock;
- Oral and written proficiency in English, and fluency in Cantonese and/or Mandarin;



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- Excellent administrative, record-keeping, and reporting skills;
- Strong computer knowledge and experience including Office 365 and iCARES management;
- Ability to work independently and as a team member;
- Broad knowledge of relevant community resources, service providers and networks within Mount Pleasant as well as city-wide seniors serving organizations;
- Demonstrated ability to comply with policies and procedures regarding confidentiality, privacy, reporting and record keeping;
- Successful criminal record check.

Terms: Regular part-time position, 28 hours/week. One year maternity leave replacement from mid-December 2021-December 2022.

Salary: \$22.64-\$24.94 per hour– based on qualifications and experience.

Please submit a cover letter, resume and 3 references to Vicky Li, Manager, Literacy & Newcomer Services at vli@mpnh.org , with Seniors Settlement Worker in the subject line, by November 29th, 2021. No phone calls please.

We thank and acknowledge all applicants and will only be contacting those selected for interviews.

MPNH is a non-profit, community based organization located in East Vancouver and is a part of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. For more information on MPNH and ANHBC please visit www.mpnh.org and www.anhbc.org.