



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

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Settlement Coordinator - Internal Posting

The Settlement Coordinator works within a high-energy, creative, collaborative team that provides outreach and promotions for newcomer services and is primarily responsible for developing and implementing provincial settlement programming for families at Frog Hollow Neighbourhood House. This is a part time position that will focus on our Provincial Settlement Services, while working closely with and under the supervision and support of our Settlement Coordinator overseeing provincial and federal Settlement Projects.

Hours: 14 hours per week
Rate: \$26.68 to \$29.56 per hour
Start Date: November 1, 2024 or as soon as filled

Responsibilities:

- Provide support for newcomers; follow through ongoing assessment and re-assessment for clients as identified by BC Newcomer Services Program.
- Identify clients' settlement needs, goals and objectives, including employment needs.
- Delivery of one to one services and facilitation of group sessions.
- Coordinate workshops and sessions on language enhanced employment services and other life skill workshops.
- Plan, organize and facilitate information and orientation workshops, community connections activities and out trips as outlined in the Activity plan.
- Connect clients to in-house services, volunteer and other training opportunities.
- Connect newcomers to community organizations and service agencies.
- Build relationships with BCNSP Consortium and community partners to access broader referrals for newcomers.
- Develop and maintain partnership with BC Refugee Network and BC Refugee Hub.
- Provide support to Frog Hollow Neighbourhood House sponsored events and activities.
- Attend BCNSP Consortium meetings, MAP meetings, and other relevant network or working groups
- Collect and analyze data and information of each BCNSP activity quarterly.
- Prepare quarterly and annual reports, funding proposals, and presentations.
- Perform other related duties as assigned.

Qualifications:

- Post-secondary education in social services, community support, multicultural work or related field, in combination with experience in the field.
- Minimum two years' experience working with newcomers in a multicultural environment.
- Cross cultural understanding and awareness.
- Excellent organizational, leadership, communication and community development skills.
- Experience facilitating groups.
- Oral and written proficiency in English and a second language is an asset.
- Ability to work in a multicultural team environment and independently
- Knowledge of the immigrant policy, process, and issues affecting immigrants such as work permit holder, refugee claimant, post-secondary international student etc.
- Knowledge of local resources.
- Successful completion of a criminal record check is required.
- Standard First Aid Certificate or willingness to complete one

Please quote "Settlement Coordinator" in the email subject.

Submit resume and cover letter to Rosa A Palacios at Rosa@froghollow.bc.ca by October 30, 2024.

The Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities

We thank and acknowledge all applicants and will proactively contact those selected for interviews

Creating Our Community Together