



**INTERNAL/EXTERNAL POSTING
SETTLEMENT WORKER - EMPLOYMENT:
9 month contract**

Delta Family Resource Centre (Delta Family/DF) is a community-based agency which has served communities in North-West Toronto for 40 years. Situated in ethno-racially diverse communities, DF envisions a healthy and empowered community where families and children thrive. A multi-ethnic, multi-site organization, DF provides a responsive range of programs, services and activities for families, young children and their caregivers, youth, the Black community and seniors. We are committed to anti-oppression, addressing Anti-Black racism and inclusive ways of engaging participants.

Settlement services are vital in helping newcomers navigate the challenges of integration into Canada. At Delta Family, we are dedicated to providing comprehensive support to newcomers, ensuring they feel welcomed, empowered, and equipped for success. Our commitment to excellence in settlement services is rooted in our belief that every newcomer deserves the opportunity to thrive and contribute positively to their new community.

Are you enthusiastic about empowering newcomers to achieve their employment goals and integrate successfully into the Canadian labor market? We are currently recruiting a Settlement Worker - Employment to join our dynamic team. In this role, you will be responsible for providing tailored employment support and services to **non sponsored refugee claimants**, assisting them in navigating the job search process, and connecting them with job opportunities and training programs. If you have a passion for career counseling, strong networking skills, and a commitment to cultural competence, we encourage you to apply and help newcomers realize their full potential in their professional journey.

Responsibilities:

1. Provide individualized employment support and services to assist newcomers in accessing the labor market.
2. Conduct one-on-one labor market orientation sessions to assess and address employment needs.
3. Develop and implement career plans tailored to the goals and aspirations of individual clients.
4. Organize and facilitate workshops on labor market-related topics to enhance employment readiness.
5. Assist clients in developing job search strategies, including resume writing, interview preparation, and job application techniques.
6. Conduct outreach activities to promote employment services and programs to the newcomer community, including job fairs, networking events, and information sessions.
7. Make referrals to employment and training services to support clients in their job search.
8. Assist clients in accessing credential assessment services and regulatory bodies to facilitate professional integration.
9. Track and monitor clients' progress toward securing employment opportunities.
10. Other duties as assigned

Qualifications:

- Post-secondary education or diploma/degree in Community Development, Community economic development or related subject or equivalent experience.
- 2 years' experience in Career Management
- 2 years (minimum) experience engaging under-served communities
- **Knowledge of Employment Services:** Understanding of the Canadian labor market, employment programs, and services available to newcomers.
- **Career Counseling:** Ability to provide career guidance, develop career plans, and assist clients in setting and achieving employment-related goals.
- **Networking:** Skill in building and maintaining relationships with employers, industry associations, and employment service providers to create job opportunities for newcomers.
- **Job Search Techniques:** Knowledge of effective job search strategies, including resume writing, interview preparation, and job application techniques.
- **Interpersonal Skills:** Strong interpersonal skills to establish rapport with clients, motivate them throughout the job search process, and effectively address their concerns.
- **Cultural Competence:** Understanding of cultural differences with special awareness of the issues facing Black communities; Awareness of the impact of cultural differences on employment practices, as well as the ability to adapt support strategies accordingly.
- Demonstrated advocacy skills and ability to encourage and support organizational advocacy.
- Strong command of the English language, verbal and written.
- Proficient in Microsoft word, Excel, PowerPoint.
- Verbal and written fluency in a second language is an asset.
- The successful candidate will be required to have/obtain a current vulnerable sector Reference Check (can be obtained upon offer of position)

Other Requirements:

- **A successful valid clearance of criminal record verification will be required for the position.**

Work Conditions:

- We are currently on a hybrid work schedule, working on-site in the office and from home. This hybrid work schedule is subject to change based on business requirements.
- Interacts regularly with clients, visitors, partner organizations and government agencies.
- Travel will be required.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, and lifting.

Salary: \$44,986 to \$48,371

Anticipated start date: Immediate (Please note that applications will be processed as received. Internal candidates will be considered before external candidates are processed).

Please submit your cover letter and resume by March 29th to [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

Subject line: Settlement Worker - Employment

E-mail: [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

Please note that Delta Family is an equal opportunity employer and will make every effort to accommodate the needs of candidates through the selection process. Please let us know in advance if you require accommodation

We thank all applicants for their interest. Regretfully, only short-listed candidates will be contacted.