

JOB OPPORTUNITY: INTERNAL/EXTERNAL

Settlement Worker: Arabic-Speaking (Special Grant Employee)

ASAAP, the Alliance for South Asian AIDS Prevention is committed to providing health promotion, care, and support for self-identifying South Asian, Middle Eastern, and Indo-Caribbean folks living with, at risk of, or affected by HIV/AIDS.

ASAAP has received funding to support those who are LGBTQI+ identified and/or PLHIV settle successfully in Toronto. As such, we are seeking a part-time Settlement Worker who is able to understand the diverse needs of the Arabic-Speaking community. This project is funded by Immigration, Refugees and Citizenship Canada.

Contract term: Special Grant Employee, working 35 hours per week ending March 31, 2024, with the potential for another 1-year renewal, based on available funding. Some weekend and evening work will apply.

RESPONSIBILITIES:

- Provide active listening supports, referrals, and information, to empower clients to solve and cope with problems and crisis arising from immigration.
- Conduct in depth assessments of client needs and develop settlement plans.
- Identify barriers to clients' settlement and integration and create a plan to address identified barriers.
- Carry an active case load of newcomer families.
- Develop and implement program initiatives to address settlement needs and connect newcomers to their community.
- Through a Case Management service model, assist clients with information and orientation, referrals, crisis intervention and supportive counselling services for all clients.
- Provide guidance and coordination of efforts to constituent groups for the successful settlement of refugees.
- Organize and facilitate group information, orientation sessions, and outreach initiatives.
- Liaise with government, community groups, educational institutions, volunteers and others regarding services for clients.
- Assists clients in navigating government systems including completing required documentation.
- Complete refugee sponsorship applications in a timely manner.
- Provide immigration information and guidance as well as assistance with required immigration documentation.
- Provide pre-arrival and intake services as needed.
- Provide services to ensure ASAAP meets Sponsorship Agreement Holders (SAH) responsibilities.
- Ensure recordings/case notes are completed in a timely and fulsome manner.
- Evaluate services and prepare reports as required
- Other duties as assigned or required.

QUALIFICATIONS:

- Fluency in Arabic.
- Degree or Diploma in the field of Human Services, Social Service Work is preferred.
- 3 years of related work experience with newcomers and refugees.
- Thorough knowledge of settlement issues facing refugees and newcomers, especially those fleeing persecution as a result of their gender identity and or sexual orientation.
- Knowledge of and/or experience in the Settlement sector, not for profit sector, and/or in a social service Agency.
- Working knowledge of immigration regulations and procedures.
- Knowledge of the Private Sponsorship of Refugees (PSR) Program.
- Strong computer/resource research skills, including ICare system.
- Knowledge of HIV/AIDS prevention and a strong understanding of the Social Determinants of Health
- Understanding of the need for culturally appropriate programming, especially within the context of South Asian communities.
- Proven communications, interpersonal and organization skills with an ability to work well in teams.
- Demonstrated ability to take initiative and develop creative approaches to programming.
- Demonstrated ability to exercise sound judgment, discretion, and tact.
- Understanding and commitment to an anti-oppressive framework, particularly around issues of race, gender and sexuality.

Unionized position, member of CUPE local 3697

Compensation Type: Hourly 35 hours per week, \$25/hour

Application deadline: Applications will be accepted till the position is filled.

Please submit a detailed resume and cover letter with subject line "Application for Settlement Worker" to: SettlementManager@asaap.ca

ASAAP is committed to employment equity and encourages people living with HIV/AIDS, visible minorities and newcomers who identify as LGBTQ to apply. We thank all applicants but only candidates selected for an interview will be contacted.