

**JOB OPPORTUNITY: Settlement Worker - Hindi/Urdu/Punjabi/Tamil Speaking  
(internal and external posting)**

The Alliance for South Asian AIDS Prevention (ASAAP) is an AIDS Service Organization committed to providing health promotion, care, and support for SAMEIC communities living with, at risk of, or affected by HIV/AIDS.

**RESPONSIBILITIES:**

- To 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 individuals and 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.
- 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.

**REQUIRED QUALIFICATIONS:**

- Degree or Diploma in the field of Human Services, Social Service Worker, or equivalent education and work experience.
- 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
- Fluency in languages specified in the posting above.
- 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 44 hours per week, \$26/hour

**Application deadline:** Saturday, March 29th, by 5pm

**Please submit a detailed resume and cover letter to: [ed@asaap.ca](mailto:ed@asaap.ca) with the subject line: "Settlement Worker - Hindi/Urdu/Punjabi/Tamil Speaking"**

ASAAP is committed to employment equity and encourages people living with HIV/AIDS, racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQ persons, and others who may contribute to the further diversification of ideas. We thank all applicants, but only candidates selected for an interview will be contacted.