






Vernon & District Immigrant & Community Services Society

#100-3003 30th Street
Vernon, BC
V1T 9J5

250.542.4177 
vdicss@vdicss.org 
www.vdicss.org 

About Us:

Vernon and District Immigrant and Community Services Society is rooted in the ancestral, traditional, and unceded territory of the Okanagan Syilx Nation. With deep gratitude, we acknowledge the centuries-long legacy of the Indigenous stewards who welcomed settlers with kindness. At VDICSS, we strive to emulate this inclusivity, fostering a culturally conscious, equitable community that champions the rights of all. Our mission is to support newcomers in becoming thriving, contributing community members, guided by our values of Equity, Empowerment, Progress, Inclusivity, Diversity, and Collaboration.

Job Title: Settlement Worker in Schools (SWIS)/ Settlement Worker
Organization: Vernon and District Immigrant and Community Services Society
Location: Vernon, BC

Job Description:

SWIS-VDICSS is a partnership between Vernon School District #22 and Vernon and District Immigrant and Community Services Society (VDICSS). SWIS is funded by Citizenship and Immigration Canada. Reporting to: The Settlement Worker will be an employee of VDICSS. Day-to-day supervision/consultation will be provided by the Settlement Coordinator in the form of formal supervision meetings as well as informal support as requested by the worker.

Work Timelines: The Settlement Worker position is a full-time 35 hour/week position. The pay is \$24 per hour. Workdays will run from Monday to Friday including some evenings and weekends if/and when required.

Duties: Provide newcomers to Canada with support to improve their opportunities to become independent by enabling access to school and community information, services, and resources.

Roles and Responsibilities:

Individual Assistance

Settlement workers will follow a co-ordinated case management approach in providing direct service work with the newcomer students and their families (the client).

1. Provide services in a supportive and culturally-sensitive and linguistically-appropriate manner.
2. Participate in the school reception and orientation process for newcomer students and their families.
3. Provide orientation sessions on programs and services available in the school and community.
4. Inform and orient families and students about settlement related issues.
5. Provide outreach services to new families.
6. Facilitate access to school activities, committees, councils, and associations.
7. Facilitate referrals and access to available resources in the community, social services, professional services, and government programs.
8. Provide support groups as needed.

We respectfully acknowledge that VDICSS is situated on the ancestral, traditional, and unceded territory of the Okanagan Syilx Nation. We are committed to working with local Indigenous partners to actively advance truth and reconciliation efforts. As we welcome newcomers to our community, we wish to honour the example of inclusivity of the Okanagan peoples by fostering a culturally conscious, equitable community that advocates for the rights of all.



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9. Enable families to advocate on their own behalf, including for the educational needs of their children.
10. Advocate on client's behalf when appropriate.

Direct Service Work with School Staff

11. Facilitate constructive and culturally-sensitive communication between the school staff and the newcomer students and their families.
12. Inform and orient staff about settlement-related issues.
13. Assist the school with initiating contact with all newcomer families.
14. Provide cultural background information to the school staff as needed.

Presentations (in collaboration with school and community partners)

15. Facilitate the communication between the client and school in group and presentation contexts.
16. Participate in development and presentation of cultural profiles and workshops.
17. Assist in workshops to increase newcomers' understanding of the educational system and parenting issues in a Canadian context.
18. Participate on committees, workshops, and conferences.
19. In co-operation with partners and other agencies, conduct group orientation and information sessions.
20. Promote settlement-related services for individuals and groups.
21. Develop and implement settlement-related activities for large and small groups.

SWIS Administration

22. Participate in on-the-job training.
23. Actively participate in all Settlement Worker staff meetings and workshops.
24. Participate in the overall operation and activities of the organization.
25. Maintain and submits accurate tracking forms and provides regular monthly updates to the Settlement Coordinator.
26. Maintain appropriate written records and files pertaining to settlement services provided to clients.
27. Provide a monthly written report to the SWIS Coordinator regarding activities and trends.
28. Maintain overall management of client caseload.
29. Ensure appropriate and confidential handling of client information and files.
30. Operate in accordance with the policies, guidelines, and protocols of the program and partner organizations.
31. Accept other duties as assigned by the VDICSS Settlement Coordinator.

Lines of Communication

32. Communicate regularly with the Settlement Coordinator.
33. Communicate regularly with the school administrator or designate.
34. Collaborate with other settlement workers to ensure integrated service delivery for clients.



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Job Expectations

35. Provide client-centered services in a supportive and culturally-sensitive manner.
36. Operate in accordance with policies, procedures, guidelines and protocols of the Service Provider, Vernon School District, and Citizenship and Immigration Canada.
37. Participate as a member of VDICSS staff team by furthering collective team goals.
38. Represent the principles and values of VDICSS.
39. Work independently and effectively in a team and with other professionals in the community.
40. Promote and demonstrate sensitivity to cross-cultural issues.

Qualifications:

41. Prefer post secondary education in Social Services
42. Experience in actively supporting newcomers and referring newcomers, refugees, and immigrants to needed services.
43. Knowledge of current legislation and policies affecting newcomers, refugees, and immigrants.
44. Knowledge of social services systems and complement resources.
45. Knowledge and experience of the school environment preferred and ability to work effectively and strategically in a school setting.
46. Excellent interpersonal skills, as well as verbal and written communication skills.
47. Ability to communicate in a second language an asset.
48. Organizational, time management, and leadership skills.
49. Assessment and problem-solving skills.
50. Knowledge and experience in using a PC and associated programs – Windows, MS Office, etc.
51. This position requires a valid driver's license and access to a reliable vehicle.

To Apply:

Send resume and cover letter by e-mail addressed to:
Hiring Committee – SWIS Worker
Email: hr@vdicss.org

Application Deadline: Friday, May 24, 2024

VDICSS recognizes foreign accreditation and experience in addition to other paid or unpaid work experience and educational equivalencies.

VDICSS is committed to equity in employment and immigrant, refugee, women, aboriginal people, visible minorities, gay, lesbian, bisexual persons and persons with a physical disability are encouraged to apply.

Resumes received for advertised employment are considered for the specific opportunity being applied for. Applicants interested in more than one position must submit a separate resume for each position they are interested in.

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All applications are screened on the basis of the qualifications outlined in the job description. This screening includes a review of the applicant's education, experience and skills. Applicants who best meet the requirements will be brought forward to the hiring committee for interview consideration.

Thank you to all applicants for their interest in the position. However, **ONLY** candidates selected for an interview will be contacted. No phone calls please.