



Mount Pleasant Neighbourhood House

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Internal/External Posting

Older Adults and Seniors Settlement Worker

Posted Date: November 8, 2024 **Closing Date:** November 22, 2024

Mount Pleasant Neighbourhood House (MPNH) is seeking a Settlement Worker to support newcomer older adults and seniors in our community. This staff person is responsible for assisting newcomer older adults and seniors to Canada to settle in their new communities by providing strengths-based needs assessments, information and referrals to appropriate resources, and individualized settlement orientation services based on participants' needs. This position is also expected to plan, organize, implement and evaluate community-based settlement services programs, which include workshops, peer-led activities, and group learning activities. Working with both the Seniors' and Newcomers' Teams, the worker will reach out into the community and identify community members who would benefit from resources and services. **Please note that this is an in-person position.**

Duties and Responsibilities

- Works collaboratively with MPNH programs, community and partner settlement services agencies to plan, develop and evaluate programs for immigrant and refugee seniors, such as orientations, life skills, recreational and educational workshops, English language learning, digital literacy and other short courses on settlement related topics and other relevant issues;
- Provides settlement support, including intake, needs assessment, referral, and one-to-one supports to newcomer seniors from diverse backgrounds;
- Provides seniors with general information, contacts, referrals and support as needed to facilitate access to programs and services;
- Develops and implements strategies for newcomer seniors to socialize in a multicultural environment, host events and develop participant leadership capacity-building;
- Organizes transportation, facilities, equipment, materials, food and other logistics related to programming;
- Conducts outreach to and networks with newcomers, community organizations, cultural groups, etc., to connect newcomers to programs, community organizations, and local neighbourhood groups and activities;
- Works collaboratively as part of the Mount Pleasant Newcomers and Seniors Team, and with other Mount Pleasant Neighbourhood House programs and community partners;
- Maintains program and confidential participant records and statistics, and is accountable for inputting accurate data in the federal government's iCARE database as well as maintains MPNH records-keeping systems;
- Assists in the recruitment and helps to maintain volunteers to help support the delivery of the programs;
- Performs other related duties as required.

Qualifications

- Degree or diploma in a related human/social service field (e.g., gerontology, community development, volunteer management, recreation, social work, etc.);
- At least 2 years' experience working with seniors and immigrants;
- Knowledge and applied skills in program development and implementation including: an understanding of stages of aging, family dynamics, immigration, group facilitation, and community engagement;

- Proven ability to facilitate groups or organize activities/events;
- Excellent administrative, record-keeping, and reporting skills;
- Ability to work independently and as a team member; takes initiative and thrives in collaborating with others.
- Demonstrated ability to comply with policies and procedures regarding confidentiality, privacy, reporting and record keeping;
- Strong interpersonal, organizational, leadership and communication skills.
- Ability to communicate effectively in English. Oral and written proficiency in a second language reflective of the Mount Pleasant community (such as Farsi/Dari, Arabic, Spanish, Vietnamese, Cantonese, Mandarin or Tagalog) is an asset.
- Demonstrated understanding of and commitment to decolonization, truth and reconciliation and cultural safety.
- Demonstrated ability to keep effective records and statistics and ability to write reports.
- Strong digital literacy skills and proficiency with Office 365, Zoom, MS Office and Teams are essential.
- Knowledge of Mount Pleasant community and relevant community resources is an asset.
- In some cases, experience may be substituted for other qualifications. Applicants with diverse, relevant backgrounds and lived experience are encouraged to apply.
- Successful criminal record check.

Terms of employment: This is a **short-term and part-time position at 30 hours/week** that starts December 2, 2024, and ends March 31, 2025. There might be possibility of extension depending on funding.

Compensation: **\$25.38/hour** plus 4% in lieu of vacation and benefits as it is a short-term position.

To apply: Individuals interested in applying must direct their cover letter and resume to **Thanh Lam, Director of Newcomers Services** at tlam@mpnh.org with subject line “**Older Adults and Seniors Settlement Worker**” by **11:59pm on November 22, 2024**. We thank and acknowledge all applicants and will only be contacting those selected for interviews.

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Only short-listed candidates will be contacted for an interview. No phone calls please.