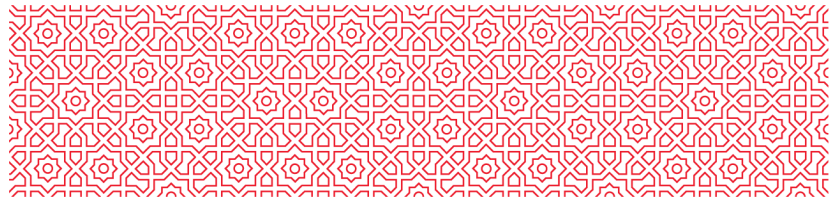




Council for Canada  
Future Ready Initiative  
Deadline: May 12, 2024



# Settlement Coordinator

## Background

The Council for Canada is recruiting **two** Settlement Coordinators as part of the Future Ready Initiative, one based in Durham or Ottawa, Northeast Ontario and one in Kitchener, Southwest Ontario.

The Future Ready Initiative (FRI) is the Council for Canada's integrated, institutional response to some of the most significant, urgent changes facing the Jamat in Canada, and with those amongst whom the Jamat lives. COVID-19 and the arrival of large numbers of newcomer families in Canada have had an impact on employment, and mental health, reinforcing the importance of the Future Ready Initiative. In common across all programmatic responses are the dual concepts of professional navigation and individual agency. One of the key components of FRI is the Settlement Excellence Program.

The aim of the Settlement Excellence Program is to enable newcomers to rebuild their lives in safety and security following forced displacement from countries of conflict and persecution. The rebuilding of lives requires the provision of various support services including orientation on arrival, obtaining legal status, access to social welfare benefits, language classes, housing support, finding employment, educational opportunities, access to health care, financial literacy, and integration within and outside the Jamat.

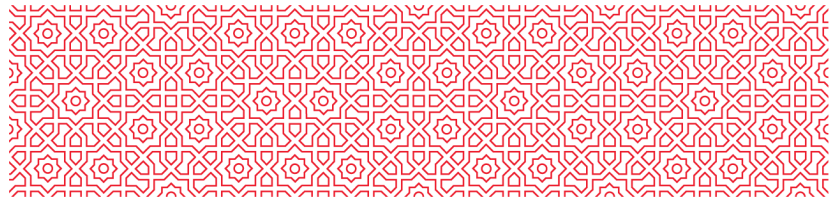
## Key responsibilities

The Settlement Coordinator will report to the National Settlement Officer and work closely with other FRI staff and volunteer staff, to provide newcomers with wraparound support and connections to internal and external resources to help them realize their aspirations. The Settlement Coordinator will ensure each individual and family has a Settlement Plan that enables a path to a positive settlement experience and enhanced quality of life.

Within a multi-disciplinary team, the Settlement Coordinator will:

- Responsible for co-developing, implementing, and reporting on the personalized Settlement Plans and long-term Family Plans, in collaboration with the individual and/or family, staff and volunteer teams.
- Facilitate and advocate for access to services.
- Maintain a network of culturally appropriate supports and services in communities where families live.
- Participate in regular program, team, and regional meetings.
- Collect, update, and maintains accurate documentation.





## Candidate profile

### Education

- *Required:* Degree/Diploma in Social Sciences (Social Service Work, Child and Youth Care, Counselling, Mental Health, Settlement and/or equivalent combination of training, education, and experience).
- *Preferred:* Additional education and/or relevant work experience, including institutional experience.

### Professional Experience

- Experience working with families with a broad range of complex needs to help them successfully settle in Canada.
- Supporting families on immigration and citizenship pathways and requirements and access to publicly funded settlement agency services.
- Familiarity with the Jamati Institutions (in Canada or elsewhere) and an understanding of how to drive delivery within the distinct institutional framework.

### Attributes and skills

- Proven ability to effectively manage multiple responsibilities and collaborate closely with teams of professionals and volunteers in a cross-sectoral and inter-disciplinary environment.
- Compassionate, relationship-oriented, and client-centered.
- Understanding of the principles of case management.
- Humility and commitment to the ethics and values of the Jamat and Institutions.
- Ability to prioritize, be flexible, make quick decisions, and execute in the face of ambiguity.
- Comfort in working in a volunteer-led and resourced institutional infrastructure.
- Familiar with various technologies (including MS Office 365).

### Locations

- Durham or Ottawa, Northeast Ontario (1)
- Kitchener, Southwest Ontario (1)

### Languages:

- *Required:* Fluent in speaking, reading, and writing English.
- *Preferred:* Fluent in speaking either Farsi/Dari or Pashto, would be considered an asset.

### Minimum requirements

- Completed background check (Vulnerable Police Reference Check Clearance).
- Candidate must already have legal authorization and documentation to work in Canada.
- Candidate must have a valid driver's licence.

## How to apply

Please complete the [Application Form](#) which includes the submission of a cover letter (maximum one page), resume (maximum two pages), and three references by **May 12**. All candidates will receive a confirmation of receipt and indication of whether they are moving forward by May 27.

Finalist candidates will be required to complete a background check including reference check before being onboarded.

For any clarification, please contact [careers@iicanada.net](mailto:careers@iicanada.net). Please note that we cannot provide any information which might privilege one applicant over another. Thank you for your interest in this position.

