

POSTING

CULTURAL BROKER

Casual On-Call - Until March 31, 2019

Social Innovations Hub Project

In coordination with the Impact Producer of Immigrant Services, this position connects researchers with target client groups. We are looking for motivated and flexible people who are interested in hearing people's stories and can interpret and translate in one of the following languages: Arabic, Punjabi, Hindi/Urdu, and Mandarin.

Location: Social Innovation Centre (13969 100 Avenue, Surrey)

KEY DUTIES AND RESPONSIBILITIES

- Translates documents from English to one or more of the second languages listed above; provides in-person and over the phone interpretation. Has sharable knowledge regarding ethno-cultural groups and can provide insight into norms, traditions, and phrases relating to groups.
- Aids in the writing of client stories, translating client stories into first language, builds rapport with clients and monitors comfort level of participants.
- Works closely with direct supervisor Impact Producer to support in project goals.
- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Works closely with contractor InWithForward in order to meet project outputs and outcomes and to administer project deliverables efficiently and effectively.
- Works collaboratively with Immigrant Services program managers and staff, especially in activities that relate to project deliverables.
- Ensures that accurate project and client records are maintained, that confidentiality is a priority, and that all pertinent requirements and documentation is complete.
- Ensures that the project meets or exceeds contract objectives.
- Performs other related duties as required.

QUALIFICATIONS

Education, Training, and Experience:

- Second language of one of the following: Arabic, Punjabi, Hindi/Urdu, or Mandarin required
- Demonstrated cross cultural experience;
- Experience in a community based non-profit society an asset;
- Demonstrated capacity to connect with people and empathize with people an asset;
- Basic level First Aid (as required)

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 11/21/2018

OCS Posting #:A21229

Job Skills and Abilities:

- Capacity to work in a fast-paced and flexible environment that can be stressful and emotionally burdensome at times
- On call position: schedule will be determined around the rhythm of the work. The role does require some evening/weekend work
- Be highly motivated and flexible to complete tasks/duties/daily maintenance in a timely manner.
- Commitment to problem solving approach
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community
- Ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations
- Ability to identify sensitive issues and maintain confidentiality
- No relevant criminal history. Verified good character and sufficient reference history to verify this requirement
- Must be sensitive to and respectful of cultural and lifestyle diversity
- Valid Driver's License and reliable vehicle an asset
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting [November 28, 2018] but the posting will remain open until filled and will close without notice.

HOW TO APPLY: Send your application to **Alysha Baratta**, Impact Producer, at alysha@inwithforward.com with the subject line 'Designer - Hiring Committee' and include a cover letter clearly indicating the posting number [#A21229], outlining your qualifications and related experience for the position.

No phone calls please.

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