

We're Hiring!



**Posting:
A21879**

Community Connections Worker
Full-Time
(35 hours per week)

**Community
Connections Program**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Community Connections provides immigrant and refugee newcomers in Surrey and Delta with tools and knowledge necessary to establish themselves in Canada.

Reporting to the Program Manager, the Community Connections Worker will facilitate Community Connections activities, events and special projects for immigrant/refugee newcomers (including youth, parents and seniors); recruit and work closely with volunteers (both newcomer and long-time residents) as well as work with program staff, and community partners to enhance program delivery and to support new partnerships.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Plan, promote, organize and/or facilitate Community Connection Activities/Events/Workshops to provide immigrant and refugee clients and their families with opportunities to become engaged and to connect with nonimmigrant and long-time residents in the host community.
- Establish appropriate linkages to other service providers to facilitate referrals and to ensure a coordinated support system for clients.
- Record, maintain, and report client data and information through relevant Forms, OCMS and iCare databases; complete all required/assigned reports.
- Develop program-relevant reference and resource material as needed
- Utilize marketing resources to promote activities and disseminate information that is consistent to IS marketing and communications plan.
- Represent OCS and participate in outreach activities/special events as required. Promote the development of inclusive communities and support/participate in community forums/initiatives/meetings as assigned.

QUALIFICATIONS

Education, Training, and Experience

- A Bachelor's Degree or a combination of relevant training, education and experience working in Social Services or related fields.
- Experience working with volunteers and newcomers and/or vulnerable populations.

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

Posted: 21-Jul-28

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

- Class 5 Driver's License and reliable vehicle an asset.
- Current Level 1 First Aid certificate an asset.

Knowledge Skills and Abilities:

- Proficient verbal and written knowledge of English.
- Proven interpersonal communications skills.
- Ability to promote and present to diverse groups of audience.
- Additional language skills relevant to populations served is an asset.
- Understanding of social service programming and resources, multiculturalism and immigrant/refugee issues.
- Demonstrated ability to build relationships and maintain a strong network of stakeholders/partnerships with other organizations.
- Ability to organize and facilitate group activities.
- Ability to maintain and keep accurate and up-to-date client records.
- Strong communication, interpersonal/relationship-building, intercultural competency, as well as crisis intervention, conflict resolution, critical thinking, and problem solving skills/techniques.
- Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, database, internet/email, scanning skills.
- Ability to work in a fast-paced, multicultural and diverse environment.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Flexibility and willingness to work outside of regular work hours.
- Good team work and strong work ethics.
- Crisis Line experience an asset.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **August 3, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Cindy Lee, Program Manager
Options Community Services Society

Email: **Cindy.Lee@options.bc.ca**

Please include a cover letter indicating the posting number **[#21879]** and detailed resume outlining your qualifications and related experience for the position.

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