

We're Hiring!



COMMUNITY CONNECTIONS WORKER

Posting Requisition	22141	Program	<i>Community Connections Program</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open until filled</i>

Options Community Services is 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.

This position is responsible for organizing and facilitating 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.

ACCOUNTABILITIES

- 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 non-immigrant and long-time residents in the host community.
- 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.
- Establish appropriate linkages to other service providers to facilitate referrals and to ensure a coordinated support system for clients.
- Be familiar with eligibility assessment and intake process and work collaboratively with Settlement Worker(s) to develop and follow-up on client settlement and integration progress.
- Promote and deliver orientation sessions on volunteerism and broad overview of Options and Immigrant Services.
- Work with community partners to maintain and enhance existing community partnerships and support in the development of new partnerships.
- Record, maintain, and report client data and information through relevant Forms, OCMS and iCare databases; complete all required/assigned reports.
- Contribute to PQI and strategic directions/goals of Immigrant Services and be proactive in identifying areas for improvement, sector trends, potential partnerships, etc.
- 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.
- Perform other administrative duties as required, including photocopying, taking meeting minutes, filing, room set-up for meetings and activities, etc.
- Follow written and verbal directives from Program Manager and/or Senior Manager, Executive Director or designate.
- Contribute to a positive work environment by maintaining a positive working relationship with other workers and volunteers.

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QUALIFICATIONS

Education, Training, and Experience:

- A Bachelor's Degree in social services or a related field and a minimum of one (1) year experience working with newcomers, volunteers and/or vulnerable population. A combination of relevant training, education and experience will be considered.
- Class 5 Driver's License and reliable vehicle an asset.
- Current Level 1 First Aid certificate an asset.

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.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO:

Gina Hong, Program Manager

Options Community Services Society

Email: gina.hong@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22141 and outlining your qualifications and related experience for the position]