



## **JOB POSTING**

Title: **YREACH Settlement Staff**

Position Status: **Full Time, Salaried**

Salary: \$ 40,000 annually

Start Date: **Immediately**

Location: **Amherst and shoulder communities**

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Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

Through funding from the Nova Scotia Office of Immigration our YMCA is working with other YMCAs and partners and agencies to build communities that welcome and support our growing diversity. We have nine YREACH sites across Nova Scotia and Amherst is one of them.

### **The YMCA Experience**

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

### **The opportunity**

YREACH Settlement Staff will provide direct, local and in-person settlement and integration support and work collaboratively with community based agencies to better understand and support immigrant and refugee settlement needs in areas outside of HRM. With the local YMCA or partner agency as the base in Amherst, serving shoulder communities, you will focus on direct settlement support as well as welcoming community and awareness raising initiatives and partnerships.

### **Responsibilities**

- Identifying needs and resources
- Providing community based, in-person, settlement and integration services
- Working with local groups, agencies and schools to implement welcoming community initiatives
- Establishing and maintaining connections with a variety of community based organizations and institutions
- Providing mobile settlement response to needs in less populated areas in these regions
- Referring to specialized services as needed and collaborating with other community agencies to ensure successful settlement
- Delivering information and awareness raising sessions
- Working with schools around the unique settlement needs of newcomer children and youth
- Administrative tasks related to preparing and submitting monthly expense claims, statistical information and report writings etc.

## **Qualifications & Competencies**

- Experience with community outreach
- An understanding of, and experience with, cross-cultural issues and how they relate to settlement and integration for newcomers to Canada
- Demonstrated networking, rapport building and communication skills
- Robust understanding and connection to a variety of community services and resources
- Experience developing and delivering presentations and information sessions
- The ability to demonstrate positive and effective interpersonal skills
- Microsoft Office Skills (i.e. Excel, Word, Publisher, etc.)
- Strong organizational skills and the ability to manage multiple, competing deadlines and tasks
- Demonstrated discretion and sound judgement in the handling of confidential information
- High level of initiative is needed to work independently and respond to unanticipated items
- Schedule flexibility to accommodate variations outside of regular business hours, as needed
- Valid NS Driver's License and reliable vehicle essential
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid Standard First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**

## **We Offer**

- Participation in Comprehensive Group Benefits
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)

## **Apply Today**

Please email your cover letter and resume in one document to [inhae.park@halifax.ymca.ca](mailto:inhae.park@halifax.ymca.ca) by **Friday September 21<sup>st</sup>**. We look forward to hearing from you!

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.*