

## Regional Connections Immigrant Services

**Position:** Settlement Worker – Altona

**Reports To:** Site & Settlement Team Lead

**Date Posted:** April 10, 2026

**Date of Closure:** April 16, 2026 or until position is filled

**Position Start Date:** on or before May 1, 2026

### Terms of Employment:

- Primary Location: Altona
- Status: Full-time
- Working Hours: 7 hours per day, 5 days per week
  - Four days per week in Altona: 8:30 AM - 4:30 PM
  - One day per week in Winkler: 8:30 AM - 4:30 PM
- Wage range: \$20.50 – 21.41/hour, depending on experience/education
- Criminal Record Check Clearance with Vulnerable Sector
- Child Abuse Registry Check Clearance
- Driver's licence (class 5) and access to their own vehicle for work related purposes
- Competitive benefit package

### Program Summary:

The main objective of our Settlement Program is to help newcomers settle and integrate into their community and adapt to life in Canada. The Settlement Worker is responsible to help newcomers to Canada from around the world connect and thrive in their local community.

### Position Summary:

The ideal candidate lives in the community and enjoys helping newcomers to Canada from around the world connect and get established in Altona and the surrounding communities. Under the direction of the Site & Settlement Team Lead, the Settlement Worker provides direct, front-line services of support, aiding newcomers in their settlement and integration. Services include, but may not be limited to, providing information and support, orientation, referrals and access to community services.

### Duties and Responsibilities:

- Intake assessment for new clients
- Assess client needs and tailor services accordingly
- Prepare a Settlement Plan for each client
- Provide information and orientation regarding life in Canada, customs, laws, health and education systems, banking and finances, and employment, etc.
- Schedule and conduct follow-up assessments with clients to evaluate outcomes/progress, and to re-assess needs
- Facilitate client access to services through referral to internal programs and appropriate community resources
- Provide or request interpretation services as necessary
- Facilitate in-person, hybrid and online group information sessions with clients
- Lead community connections events and activities (i.e., conversation groups)
- Advocate on client's behalf or mediate with institutions, landlords, employers as needed in order to foster understanding on both sides
- Offer emotional support and encouragement to clients that are experiencing adaptation difficulties, referring clients to professionals (internal referrals to Client Caseworker, Wellness Clinician) as appropriate
- Create, schedule, and publish engaging settlement related content across social media platforms
- Maintain client confidentiality
- Maintain activity records and write monthly reports
- Report on activities, challenges and recommendations for program development
- Attend staff meetings

- Other duties as assigned

**Qualifications:**

- Although post-secondary education in a related field is preferred, we also value professional work experience, lived experience and transferable skills. Candidates with a diverse range of these assets are encouraged to apply.
- A strong understanding of the challenges of immigration and integration (e.g., housing, employment, cultural adaptation) is highly desirable
- Highly articulate communicator with an aptitude for building client rapport and delivering professional written communications in the English language
- A strong understanding and knowledge of community resources is essential
- The ability to network and connect clients to community supports
- Strong capacity to thrive in both collaborative group settings and autonomous, self-directed roles
- Cultivates a supportive, high-morale environment that empowers team members and fosters professional growth
- Highly organized with demonstrated ability to manage scheduling, prioritize tasks, and maintain accurate records/date entry
- Well-developed computer skills with experience working with the Office 365 suite, SharePoint and data management software
- Proven ability to work well under pressure
- Outgoing personality traits
- Flexible, patient and interested in helping others
- Proactive in identifying opportunities for improvement and takes action without being prompted
- Expertise in facilitating group sessions & delivering presentations
- Effective multitasking, priority setting and time management skills
- Ability to shift hours when evening work is required
- Clean criminal record and child abuse registry check
- Class 5 drivers license and access to a reliable vehicle
- Bi/Multi-lingual highly preferred

**Please submit your resume, complete with cover letter and references to [recruitment@regionalconnections.ca](mailto:recruitment@regionalconnections.ca)  
*We thank all who apply, but only those selected for an interview will be contacted.***