

Regional Connections Immigrant Services

Position: Level 2 Settlement Worker – Selkirk

Reports To: Settlement Team Lead

Date Reported: July 7, 2026

Date of Closure: July 14, 2026, or until position is filled

Terms of Employment:

- Office Location: Gaynor Family Regional Library, Selkirk
- Status: Part Time
- Hours per week: 14 hours
- Starting Rate: \$22 – 22.70/hour
- 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

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:

This role is perfect for someone residing in the community of Selkirk seeking part-time employment that fits alongside post-secondary studies or school hours for parents.

We're looking for a community-minded individual who enjoys helping newcomers to Canada feel welcome, connected, and supported in Selkirk and surrounding areas. The position offers flexible scheduling to match your availability, while maintaining consistent hours to ensure the best support for clients. Guided by the Settlement Team Lead, you'll build strong, lasting relationships with local businesses and community partners to benefit newcomers. Your work will include providing direct, front-line settlement services—offering information, orientation, referrals, and connections to community resources—to help newcomers successfully integrate and thrive.

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 or assist in the delivery of community connections events and activities
- Establish and nurture strong lasting relationships with community stakeholders with the goal of helping newcomer clients settle. This may include:
 - Attending interagency or other community meetings;
 - Preparing and facilitating presentations within the community for various stakeholders (community centers, employers, other partnering agencies within the region);
 - Working with the Team Lead on Information & Orientation and Community Connection planning, scheduling, organizing to ensure funder expectations and targets are met
 - Work with the Team Lead on outreach services plan and delivery
- Support settlement related social media and content support
- Assist with reports as needed
- Facilitate client access to Adult ESL, Employment related services

- Bridge gaps between clients and institutions (e.g., landlords, employers) through strategic mediation and active representation
- Offer emotional support and encouragement to clients that are experiencing adaptation difficulties, referring clients to professionals as appropriate
- 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
- 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
- Ability to shift hours when evening work is required
- Clean vulnerable sector criminal record and child abuse registry check
- Class 5 drivers license and access to a reliable vehicle
- Bilingual communication skills an asset

Please submit your resume, complete with cover letter and references to recruitment@regionalconnections.ca

We thank all who apply, but only those selected for an interview will be contacted