Regional Connections Immigrant Services

Position: Settlement Worker – Arborg & Gimli
Reports To: Settlement Program Coordinator
Date Posted: October 26, 2026
Date of Closure: November 2, 2026, or until position is filled

Terms of Employment:
- Office Location: Kinsman Building, Arborg
- Status: Full Time
- Hours per week: 28 hours
- Starting Rate: $19 to 21/hour, based on experience & qualifications
- 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:
The ideal candidate lives in the community and enjoys helping newcomers to Canada from around the world connect and get established in Arborg, Gimli and the surrounding communities. Under the direction of the Settlement Program Coordinator, the successful candidate will establish and nurture strong lasting relationships with businesses and community stakeholders for the benefit of newcomers into the community and provides direct, front-line services of support, aiding newcomers in their settlement and integration. Services will 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 or assist in the delivery of community connections events and activities. This includes, but is not limited to:
    o Community Connection events;
    o Indigenous Newcomer Connections: and
    o Well-being Activities
• Develop and maintain collaborative relationships with community stakeholders
• 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
- Multilingual highly preferred

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