



PART TIME EMPLOYMENT OPPORTUNITY (20 Hours at \$21) PROGRAM OUTREACH WORKER (Surrey and South Burnaby focused)

To provide outreach, support and bridging services to the participants in PIRS programs.

KEY RESPONSIBILITIES

- Provide integration and support services to immigrants and refugees in keeping with PIRS's mandate;
- Provide one-on-one support to individuals in PIRS programs;
- Welcome and register new participants and their children;
- Provide cultural interpretation and language support as required;
- Identify any issues of concern or problems and recommend referrals or actions;
- Encourage and support participants' access to other resources and services through information, referral and bridging services as required;
- Facilitate communication between participants, teachers and Children's Program staff and the organization
- Liaise with program staff and provide support where appropriate in order to ensure a high quality program (e.g. guest speakers, field trips, etc.);
- Promote PIRS's programs to community organizations, settlement services and individuals in the community;
- Maintain up to date program documentation and data base entry
- Represent PIRS at community events as required
- Maintain and submit enrolment fees / registration statistics (all participants and volunteers) monthly;
- Liaise with partner agency staff and advise the Manager promptly of any difficulties;
- Participate in PIRS staff meetings as required including monthly OSW team and all staff meetings;
- Other related duties as required.

MANDATORY QUALIFICATIONS

- Relevant post-secondary education or equivalent experience
- Knowledge of refugees issues
- Understanding of trauma informed practice
- Fluency in English (written and spoken) with a second language preferred
- Knowledge of community, settlement and mental health resources and services
- Demonstrated ability to work sensitively among cultures
 - Up-to-date computer skills, including Microsoft Office, Internet, and e-mail
 - Ability to work independently and with flexibility
 - Good communication and excellent organizational skills
 - Strong interpersonal skills and an interest in helping others

OTHER DESIRED QUALIFICATIONS

- Lived experience of the settlement process
- Demonstrated ability to work with a team and manage time efficiently
- Understanding of a cross-cultural humility approach
- Experience working with a broad variety of stakeholders (including schools and community organizations)

Please send résumé and cover letter outlining relevant experience to:

Pacific Immigrant Resources Society

1874 Kingsway, Vancouver, BC V5N 2S7

Fax to 604-298-5888 | email to: amachado@pirs.bc.ca

DEADLINE FOR APPLICATIONS: January 2, 2019

We thank everyone for their interest. Only those short-listed will be contacted