



Intake Worker

This is a full time position (35 hours per week) with a starting hourly rate of \$22.89

The purpose of the Intake Worker is to welcome and register new participants and their children; to create & maintain data collection procedures in line with IRCC requirements including registration forms, ICARE system; and to collect, collate and analyze program statistical and evaluation data for IRCC funded programs.

Duties and responsibilities

- Create registration forms
- Input data into database including ICARE system
- Collect, collate & analyze program statistical and evaluation data for funder reports
- Prepares IRCC reports (narrative & financial)
- Support the Program & Office Administrator to purchase program supplies, and administer participant bus fares according to PIRS policies and procedures
- Participate in PIRS staff meetings as required including monthly OSW team and all staff meetings;

Desired Qualifications

- Relevant education or equivalent experience: Computer Sciences, Information Technology or other relevant field;
- Demonstrated technical skills, including an understanding of databases, data security, backup, recovery, maintenance; experience with ICARE preferred
- Knowledge of database monitoring/system management methods;
- Fluency in English (written and spoken) with a second language preferred
- Ability to work independently and with flexibility
- Good communication and excellent organizational skills
- Strong interpersonal skills and an interest in helping others
- Strong cultural competency skills
- Knowledge of current data management and analytics trends is an asset;
- Knowledge of community, settlement and mental health resources and services an asset
- Knowledge of immigrant and refugee women's issues is an asset
- Attitudes and values in keeping with the goals and philosophy of PIRS

Please send resume and cover letter outlining relevant experience to:

Pacific Immigrant Resources Society
1874 Kingsway, Vancouver, BC V5N 2S7
Fax to 604-298-7115 email to: jobs@pirs.bc.ca
DEADLINE FOR APPLICATIONS: February 5th, 2018

PIRS thanks all applicants. Only those shortlisted for interview will be contacted. PIRS is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization



PACIFIC IMMIGRANT RESOURCES SOCIETY

1874 Kingsway, Vancouver BC V5N 2S7

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