

## Job posting: Social Services Assistant

Canada Summer Jobs -Two (2) Positions

Start date: June 05, 2023

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### Job Summary:

The Immigrants Working Centre is an equality-seeking, anti-racist, non-profit, charitable organization committed to the social, political and economic inclusion newcomers to Canada, recognizing them as essential partners in the growth and prosperity of our city and country. The Social Services Assistants work with newcomer clients in IWC's Employment and Community Connections departments to support successful integration into the Hamilton community.

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### Position details

- Full time (30 hours per week) 9-week position.
- The rate of pay is \$15.50/hour.

**The successful applicant must demonstrate eligibility for the Canada Summer Jobs Program, as follows:**

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
  - (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\* and;
  - (c) have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
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### Minimum Qualifications:

- Interest in working with newcomers to Canada, with related post-secondary education in progress or lived experience
- Understanding of local labour market needs and trends
- Demonstrated understanding of the barriers to labour market access faced by newcomers to Canada
- Excellent verbal and written communication skills in English. Fluency in another language is an asset
- Excellent computer and software skills, able to troubleshoot installation and use of video conferencing and other communication tools used for remote service delivery
- A demonstrated interest in social justice and equity, and working towards the elimination of barriers to social, economic and civic participation for newcomer women and their families.

### Duties and Responsibilities:

1. Assist in the delivery on employment services, settlement services or community connection programming, including targeted skills development workshops that promote labour market entry and social integration for newcomers to Canada

2. Support service delivery activities, including providing support to newcomer clients in learning to use online service delivery tools for video conferencing
  3. Research and develop resources to support Employment Services activities, search for jobs and/or employers to align with clients' employment and settlement goals
  4. Provide administrative support to program staff and the program manager as assigned, including data entry and other data maintenance activities
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**How to apply: Send resume and cover letter, by email, to Hiring Committee c/o arodriguez@iWCHamilton.ca**

**Application deadline:**

**Friday, May 19, 2023 at 11:59 pm.** Interviews may begin before the application deadline. Position will remain posted until filled. Interested parties are encouraged to submit applications as soon as possible.

**IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all applicants for their interest, however only those selected for an interview will be contacted.**