JOB POSTING

Position: **Newcomer Liaison Worker, Yorkton**

Employment type: Permanent, full time

Closing date: December 19, 2013

ACCOUNTABLE TO: Settlement Senior Supervisor

DUTIES:

- Maintain up to date information on Yorkton businesses, government agencies and community based organizations and ensure that all information distributed is up to date.
- Provide information, brochures, websites, and business cards to all newcomers on resources available in Yorkton and the East Central region.
- Answer general questions from newcomers
- Direct and assist newcomers in locating and accessing relevant online and/or printed materials and resources
- Assist newcomers with booking and scheduling appointments
- Conduct initial interviews to determine eligibility of the client for Partners in Settlement and Integration services
- Assess settlement and integration needs of each client and assist newcomers in completing the Application for Services and other forms if required
- Consult with Settlement Senior Supervisor on relevant program issues.
- Coordinate and facilitate social groups designed for newcomers such as Conversation Café, Parent/Tot group, International Women of Yorkton and Area, etc.
- Schedule and assist clients with utilizing resource computers.
- General clerical duties including: photocopying, proof reading, assisting staff with computers and office equipment, doing errands, making appointments, keeping the Newcomer Events Calendar up to date, etc.
- May be required to act as liaison with a variety of advisory boards, community groups, schools and councils.

QUALIFICATIONS:

- Experience working with newcomers and/or in the human services field
- Certificate or diploma in office administration and at least one (1) year of related work experience
- Knowledge of other language/s will be an asset
- Driver's License and a reliable vehicle

The final candidates are required to provide satisfactory police record checks

Compensation: Pay class 13 ($2,850 per month) plus comprehensive benefit package

Submit applications complete with resume and references to:

Mail: Mary Baron, Executive Assistant
Saskatchewan Abilities Council
Box 5011
Yorkton, SK S3N 3Z4

Phone: (306) 782-2463

Fax: (306) 782-7844

Email: careers@abilitiescouncil.sk.ca - *please indicate position applied for in your email subject line and include all documentation in a single attachment*

For position-specific questions, please contact the above.

We believe in workplace diversity and encourage applications from women, Aboriginal people, persons with disabilities and members of visible minorities.