



## SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

**Job Title:** Settlement and Integration Support Worker (Punjabi Clients)  
**Location:** Surrey Head Office  
**Position:** Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019  
**Wage:** \$12.65 to 13.85 per hour; Full-time 35 hours a week  
**Conditions:** Must be able to work full-time from April 23, 2019 to September 01, 2019

**Job Summary:** Settlement & Integration Support Worker will perform various duties to assist clients to avail settlement services in coordination with the settlement counselors

### Work Tasks and Responsibilities

- Assist with providing support to clients to access program services
- Assist clients in filling out various applications and forms etc.
- Assist with the reception duties as directed
- Assist Settlement Counselors in helping serve with clients
- Provide administrative support as required to the Settlement Coordinator and the Community Connections Specialist such as performing tasks including filing, photocopying and typing etc.
- Help with marketing and promotion of the programs by updating the related resources
- Other assigned duties from time to time

### Skills and Abilities

- Strong interpersonal skills and ability to work in a cross cultural setting
- Knowledge of Microsoft Word, Excel and proficiency in Internet Research
- Oral and written English skills
- Bilingual – Punjabi and English would be an asset

### Level of Education and Experience

Enrolled in or interested in enrolling in a social science or social services program. Experience in or interested in gaining experience in community social services / non-profit sector.

### ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- 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

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)

**Please include the job title in the email subject.** We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.