



SKEENA DIVERSITY SOCIETY

4621 Lazelle Ave., Terrace, BC V8G 1S3
(250) 635-6530 | www.skeenadiversity.com
Located on the Ts'msyen Laxyuup (Tsimshian) Territory

registered charitable organization

Job Title: Settlement Worker / English Language Instructor

Full-time/part-time position

Reports to: Executive Director

Job Summary:

The Settlement Worker assists newcomers in settling and integrating into their new community by providing needs and asset assessments, information, orientation workshops, and one-on-one support. This role also involves organizing guest speakers, community connection activities, and informal language classes to facilitate engagement and inclusion.

The Settlement Worker conducts outreach and itinerant services in Kitimat and Prince Rupert, ensuring that newcomers in these areas have equitable access to services. Collaboration with other settlement staff is key to providing seamless support, resource sharing, and program coordination. This position requires a strong understanding of Gender-Based Analysis Plus (GBA Plus) to ensure services address the unique barriers faced by diverse populations, including women, youth, 2SLGBTQI+ individuals, racialized newcomers, seniors, and people with disabilities.

Key Responsibilities:

1. Client Support & Settlement Services

- Conduct needs and asset assessments to develop tailored settlement plans for newcomers.
- Provide information and orientation workshops, one-on-one support, and referrals to essential services (e.g., housing, healthcare, education, employment).
- Organize community connection activities, informal language classes, and guest speaker sessions to help newcomers integrate.
- Support clients facing barriers to settlement, including language barriers, discrimination, and systemic challenges.

2. Language Instruction for Informal English Classes:

- Plan and deliver language classes tailored to the needs of diverse newcomer groups.
- Implement effective teaching methods to enhance language acquisition skills.
- Host and facilitate conversation circles.

3. Outreach & Itinerant Services

- Develop and implement outreach strategies across the Greater Terrace area.
- Provide itinerant services on a regular schedule (bi-monthly or monthly) in Kitimat and Prince Rupert, ensuring newcomers in these communities receive support.
- Identify service gaps in these regions and work with the Program Manager and settlement team to develop solutions.
- Establish and maintain relationships with local service providers, employers, and community organizations to enhance newcomer support in itinerant locations.

4. Collaboration & Teamwork

- Work closely with other settlement staff to ensure seamless service delivery and avoid duplication of efforts.
- Share resources, best practices, and client insights with colleagues to enhance overall program effectiveness.

- Participate in staff meetings, training sessions, and professional development opportunities.

5. Equity, Inclusion & GBA Plus Practices

- Apply GBA Plus principles to ensure equitable access to services, considering the diverse needs of newcomers.
- Advocate for inclusive and culturally responsive service delivery.
- Work with clients to identify systemic barriers and collaborate on solutions.

6. Record Keeping:

- Maintain accurate and confidential records of language instruction and settlement support activities.

7. Marketing & Promotions

- Assists in marketing and promotions of Skeena Diversity programs, services and events.
- Assists in managing posts social and traditional media.

Qualifications:

- Diploma/degree in Social Work, Community Development, Education, or equivalent experience
- Experience in settlement services, outreach, community engagement, and/or language instruction
- Knowledge of GBA Plus and principles of anti-racism, diversity, equity, and inclusion
- Strong interpersonal and teamwork skills; able to work independently and collaboratively
- Experience supporting diverse populations (e.g., newcomers, refugees, racialized individuals)
- Additional language(s) spoken by newcomer communities is an asset
- Proficiency with Microsoft Office, client databases/CRM systems, and online service tools (e.g., Zoom, Teams)

Personal Attributes:

- Empathetic, patient, and client-centered
- Committed to anti-racism, diversity, equity, and inclusion
- Culturally humble and eager to learn from and with clients
- Adaptable, resourceful, and solution-oriented

Additional Requirements:

- Ability to travel regularly to Kitimat and Prince Rupert (a valid driver's license and access to a reliable vehicle may be required).
- Flexibility to work evenings or weekends when needed to accommodate client needs.

How to Apply:

- To apply, please email your resume and cover letter to admin@skeenadiversity.com with the subject line: **English Instructor/Settlement Worker Application**. *Only shortlisted candidates will be contacted.*

Skeena Diversity Society is an equal opportunity employer committed to building a diverse and inclusive workplace. We welcome applications from immigrants, refugees, Indigenous people, racialized individuals, 2SLGBTQI+ people, people with disabilities, and others who bring unique perspectives.