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Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS is inviting applications for the following position.

**Settlement Worker: Farsi/Dari/Pashto**

(21 hours/week)

Farsi/Dari/Pashto Settlement Worker assists and supports immigrants and refugees in their settlement and adaptation to life in Canada.

**Responsibilities:**

- Provide orientation information, referrals and settlement counselling services to newcomers
- Assist clients to access other services by language and cultural interpretation, and other necessary support
- Organize and facilitate orientation workshops and life-skill education courses
- Organize and assist special events for newcomers
- Record, maintain and report client data and information; complete all the reports required
- Participate in internal and external meetings
- Share up-to-date information on service trends
- Attend professional development training
- Participate in community events
- Design program brochures and flyers
- Promote and disseminate settlement services through all possible channels
- Promote and market our services to the community and potential clients
- Provide a written report of activities in a timely manner
- Attend regular staff meetings, agency events and community events
- Assist with other activities as required

**Qualifications:**

Diploma in Social Services or a related field

Must have thorough knowledge of settlement issues facing new immigrants

Must have strong customer service skills and demonstrated ability to liaise with community organisations in Richmond

Must have experience in conducting various methods of outreach and marketing

Knowledge of the Persian culture and languages; highly proficient in oral and written English

Very good written and oral communication skills

Proficient in Microsoft Office

Excellent interpersonal skills

Attention to detail and excellent record keeping skills

Ability to work independently with little supervision as well as the ability to work as part of a team

Culturally sensitive and open to developing and acquiring new skills

Must have a car and Class 5 driving license

Posting Close: October 24, 2021



210-7000 Minoru Boulevard  
Richmond, BC V6Y 3Z5

Tel: 604-279-7160  
Fax: 604-279-7168

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Please send resume and cover letter to:  
Attn: Ashok Rattan, Settlement Program Coordinator  
Richmond Multicultural Community Services  
210-7000 Minoru Blvd.  
Richmond, BC V6Y 3Z5  
Email:ashok@rmcs.bc.ca  
Fax:(604)279-7168

RMCS is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.