
Richmond Multicultural Community Services (RMCS) is a non-profit organization located on the un-ceded Coast Salish lands of the xʷməθkʷəyəm (Musqueam), committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism, inclusive communities, antiracism and diversity programming. RMCS invites applications for the following position:

Position:

South Asian Settlement Worker (14 hours) and;
Chai at Chaupal Coordinator and Surfing Grannies Facilitator (10 hours)

Job Description:

This position combines the roles of South Asian Settlement Worker, Chai at Chaupal Coordinator and Surfing Grannies Facilitator. The successful candidate will assist and support immigrants and refugees in their settlement and adaptation to life in Canada while also planning, organizing, and facilitating weekly chaupal meetings for South Asian seniors and Surfing Grannies workshops.

Responsibilities:

- Provide orientation information, referrals, and settlement counselling services to newcomers.
- Assist clients in accessing other services by providing accompaniment, language and cultural interpretation, and other necessary support.
- Perform Settlement Pathway services (Case Management).
- Organize and facilitate orientation workshops, life-skill and education courses, and special events for newcomers.
- Record, maintain, and report client data and information; complete all required reports.
- Participate in internal and external meetings, community events, and professional development training.
- Share up-to-date information on service trends.
- Promote and disseminate settlement services through all possible channels, and market our services to the community and potential clients.
- Develop and deliver weekly chaupal group sessions according to the interests and needs of the participants.
- Establish connections with South Asian Senior Groups in the Richmond Area.
- Work collaboratively with Richmond Addictions Services staff to develop and provide a training program for the ambassadors.
- Promote and market chaupal to draw seniors; recruit senior leader volunteers for training to become ambassadors.
- Organize transportation for seniors to access different chaupal sites, as needed.
- Create a welcoming, positive, and supportive environment for group participants.
- Evaluate ambassadors progress on an ongoing basis and adjust strategies and activities accordingly.
- Develop and administer evaluation tools to monitor the effectiveness of the project.
- Maintain records of attendance, session topics, and any other statistical information

required by the program.

- Other duties as required by the Executive Director and Settlement Program Coordinator.

Skills and Qualifications:

- Diploma in Social Services or a related field.
- Thorough knowledge of settlement issues facing new immigrants.
- Strong customer service skills and demonstrated ability to liaise with community organizations in Richmond.
- Experience in conducting various methods of outreach and marketing.
- Experience working with the South Asian community.
- Knowledge of Punjabi culture and languages; highly proficient in spoken and written English and Punjabi.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office.
- Excellent interpersonal skills.
- Knowledge of community resources and services.
- Ability to keep track of many details, work well under pressure, and take initiative.
- Ability to work independently with little supervision as well as part of a team.
- Culturally sensitive and open to developing and acquiring new skills.
- Must have a car and class 5 driving license.
- Available to work some evenings and weekends.
- Flexibility with hours of work is required to meet Society's needs

Wage: \$25.68/hour

Closing Date: Open till filled

Please submit your cover letter and resume to:

ATTN: Ashok Rattan, Settlement Program Coordinator
Richmond Multicultural Community Services
210-7000 Minoru Boulevard
Richmond, BC
Fax: 604-279-7160
Email: ashok@rmcs.bc.ca

RMCS values diversity and is committed to fostering an inclusive workplace. We appreciate all candidates for their interest; however, only those chosen for an interview will receive further communication. We encourage individuals from equity-deserving groups to apply and bring their unique perspectives to our team.