

Job Posting - Settlement Lead

closes Monday Oct 9, 2023 5:00 pm PDT

Title: Settlement Lead

Position Overview:

The Settlement Lead is responsible for managing Kinbrace's Settlement Program, which comprises Housing, Wellness, Employment, and Refugee Protection core areas. The Settlement Lead works alongside and oversees the Settlement Case Workers to journey with residents (refugee claimants living at Kinbrace) through the settlement process, including doing intakes, assessing their needs, providing orientation and accompaniment in accessing resources, supporting them to become employment ready, supporting them in working with their refugee lawyer, and helping them secure longer-term housing.

The Settlement Lead works with the Director of Operations to develop and improve the Settlement Program and its core areas, as well as work on grant proposals and reporting.

Organization Overview:

The Kinbrace community welcomes refugee claimants with housing, education, and support. Located in Vancouver, BC, Kinbrace contributes to the welcome of refugee claimants across Canada.

The Kinbrace community is rooted in the Christian tradition, drawing its inspiration from the ancient summons to welcome the most vulnerable, trust the stranger, engage opportunities for personal, systemic, and cultural transformation, celebrate the gift of life we share, and be attentive to the mystery and love of God. We respond to this summons with humility and generosity, hand-in-hand with diverse others, together expressing values and action that lead to justice and dignity with and for those seeking refugee protection.

Learn more at www.kinbrace.ca

Position Terms:

- 40hrs/week
- \$36.00/hr
- Permanent Position
- Benefit package starts after a three-month mutual discernment period for fit

Reports to: Director of Operations

Supervises:

- Settlement Case Workers
- Practicum Students
- Volunteers

Position Responsibilities:

Manage and Develop the Settlement Program

- Work with the Director of Operations to continually evaluate and improve the Settlement Program and its core areas (Housing, Wellness, Employment, and Refugee Protection)

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- Update Housing, Wellness, and Employment Orientation Booklets as needed
- Stay up-to-date on changes to the refugee protection, health and social service systems that affect refugee claimants
- Research and stay up-to-date on resources available to refugee claimants
- Work to grow opportunities and resources for refugee claimants, to strengthen housing and employment outcomes
- Network with service providers

Lead and Support Settlement Case Workers

- Lead, train, and support Settlement Case Workers to journey with residents through the settlement journey (Housing, Wellness, Employment, and Refugee Protection)
 - Be informed and provide oversight regarding residents' progress to ensure standard of welcome and care is being provided
 - Support Settlement Case Workers to overcome issues and challenges that arise with residents
- Receive and screen housing referrals from BC Charms and partner organizations
- Manage transitions in and out of Kinbrace's transitional housing
 - Work with Settlement Case Workers to do intakes of new residents
 - Manage occupancy agreements and rental payments while residents are living at Kinbrace
 - Lead residents' move-outs:
 - Recruit residents, staff, host community, and volunteers to help with moving days
 - Help residents move out of Kinbrace

Journey with Residents through the Settlement Process using a Case Management Approach

- Orient, support, and accompany residents through the settlement journey (Housing, Wellness, Employment, and Refugee Protection), including:
 - Housing:
 - Orient and set expectations for residents in their search for longer-term housing
 - Support and accompany residents to find safe, affordable and longer-term housing
 - Support residents to fill out housing applications to BC Housing and other subsidized housing providers
 - Establish residents in their new longer-term housing, including:
 - Setting up HomeStart appointments
 - Updating address with welfare, transferring welfare files, and applying for welfare's Housing Setup Fund
 - Help residents set up internet and utility accounts (BC Hydro, Fortis BC, etc)
 - Provide one year of landlord-tenant support between residents and their new landlord

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- Organize and lead orientation tours of BC's Lower Mainland
- Wellness:
 - Orient, support, and accompany residents in accessing healthcare, educational, and food resources
 - Orient resident families on how to find and register their children in afterschool programs that they are interested in
 - When residents move out of Kinbrace and into longer-term housing, orient them to key resources in their new communities:
 - Schools for children
 - Local settlement services
 - Community centres
 - Food banks
 - Provide current and past families and individuals with emergency food gift cards as needed
- Employment:
 - Support residents to strengthen their economic resilience:
 - Support residents with their welfare applications
 - Support residents with filling out their monthly welfare reports
 - Support residents to open a bank account
 - Support residents to apply for their work permit and SIN
 - Refer residents to income tax workshops
 - Support residents to secure meaningful employment:
 - Meet, orient, and set expectations for residents looking for employment
 - Support residents to become employment ready:
 - Support with creating a personal career map
 - Support with building their resumes and cover letters
 - Support with preparing for their job interviews
 - Provide orientation and referrals to employment resources in the community
- Refugee Protection:
 - Orient Kinbrace residents to the refugee claim process
 - Support residents with securing a lawyer, accessing legal advice and/or contacting Legal Aid, if needed
 - Orient residents to My Refugee Claim and other resources
 - Register residents for the Ready Tour
 - Answer questions related to the refugee claim process, or point residents to useful resources and answers
 - Liaise with residents' legal counsel if requested

Provide Support to Former Kinbrace Residents

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- Organize and schedule a visit with recently moved residents with others of the Kinbrace team
- Check-in on former residents within 1 year of moving out of Kinbrace to ensure they are connected to resources in their new community: school, clinics, food bank, library, community centre

Manage Kinbrace's Resident Database

- Manage the Resident Database and ensure it is being used properly and effectively to ensure that everyone on the team is on the same page as to where each resident is at in their settlement journey
- Train and Support Settlement Case Workers to use and keep the Residents Database up-to-date
- Continually evaluate and improve the Resident Database

Grant Proposals and Reporting

- Support the Director of Operations in writing grant applications and grant reports
- Ensure that statistics are recorded accurately and timely for grant reporting

Volunteer and Practicum Student Management

- Train, check-in, and support Settlement Program volunteers and practicum students

Community Participation

- Attend Tuesday Community Dinner (once monthly, at minimum. One evening per month is considered paid staff time)
- Cook the Tuesday Community Dinner main dish, approximately once every 2 months
- Attend yearly Thanksgiving dinner (the Saturday before Thanksgiving)
- Attend yearly Kinbrace camping trip (Friday - Sunday at end of June)

Misc.

- Input residents information into Keela for ongoing communication when they move out of Kinbrace
 - Update Keela when there are changes to former residents contact information
- Attend MAP meetings when applicable
- Complete other duties as assigned by the Director of Operations

Skills:

Candidate Qualifications

- Post-secondary education (particularly in the field of Social Work) an asset
- Proven written and oral communication skills

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- Ability to speak additional languages an asset
- Demonstrates strong privacy and confidentiality boundaries
- Demonstrates a strong working knowledge of the Immigration and Refugee Protection Act
- Demonstrates a strong understanding of services available to refugee claimants
- Demonstrates an ability to make incoming residents feel welcome and comfortable
- Exceptional management and communication abilities
- Demonstrated intercultural capacities and fluency
- Sensitivity to residents' English capacities and an ability to communicate with simple, direct language
- Possesses valid Class 5 BC driver's license
- Experience with driving moving trucks or willing to learn (Small/Medium size)
- Physically able to help people move (i.e. lifting furniture)

Candidate Attributes

- Strong organizational skills, and the ability to juggle multiple balls simultaneously
- Deep integrity and humility
- Strong interpersonal and team building skills
- Astute listener and exceptional people skills
- Creative problem-solver
- Strong base of self-knowledge
- Comfortable in interfaith settings which draw inspiration, comfort and celebration in faith principles and rituals
- Exemplifies the core values of Kinbrace: Welcome, Trust, Mutual Transformation, Celebration and Prayer

Working Conditions / Environment:

- Requires travel to various locations in BC's Lower Mainland
- Desk space in the Kinbrace office
- Will require work on some evenings and weekends
- Attend, and lead (if comfortable) on a rotating basis, weekly staff prayer practices
- Attend Tuesday Community Dinner (once monthly, at minimum. One evening per month are considered paid staff time)
- Cook the Tuesday Community Dinner main dish, approximately once every 2 months
- Attend yearly Thanksgiving dinner (the Saturday before Thanksgiving)
- Attend yearly Kinbrace camping trip (Friday - Sunday at end of June)
- Attend weekly staff meeting

Interested in applying?

Apply with a cover letter and resume.

In your cover letter (maximum two pages), please:

- Reflect on Kinbrace's five Core Values (www.kinbrace.ca/our-values/).

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- Which core value resonates most with you and why?
 - Which core value feels distant or difficult for you to pursue and why?
 - Briefly discuss why these two core values (the one most resonant and the one most distant to you) matter in the context of forced displacement.
- Describe why you are applying and how you see yourself being a good fit for this role.
- If you have any experience with people who have lived the refugee experience, we would love to hear about it.

Checklist for your application:

- ☐ Cover letter (as above)
- ☐ Your resume
- ☐ Send to apply@kinbrace.ca
 - ☐ In the subject line write: Your Name, Settlement Lead

Job posting closes at 5 pm (Pacific Time) Monday Oct 9, 2023.

Three references will be requested if you are invited to the interview stage.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.