



Northeastern Ontario  
**Multicultural Centre**  
Immigrant Settlement Services

**Centre multiculturel**  
du Nord-Est de l'Ontario  
Services d'établissement pour les immigrants

### **Settlement Worker: Intake, Settlement and Outreach**

Based in Timmins with limited travel to outlying areas

Start Date: TBC

\$27.84 per hour, 35 hours per week

#### **Job Description:**

- Provide front-line settlement services, including reception, needs assessment, referral to community resources, information and orientation, solution-focused counselling, job search assistance and service bridging.
- Facilitate translation and interpretation services.
- Assist and support clients on and off site and facilitate equal access to opportunity in matters of education, employment, family, finances, housing, immigration, citizenship, health, human rights, legal matters and community orientation.
- Develop and implement effective outreach strategies grounded in the principles of authentic equity and inclusion that promote the value of diversity
- Provide timely and effective client service in outlying areas.
- Build, promote and maintain strong community partnerships that serve the needs of all immigrants and foster equality of outcomes for everyone
- Work with other staff to engage community partners in providing equal access to services for all clients.
- Develop strategies to identify and remove barriers to equal access to opportunity for everyone
- Surface historical and current, systemic and institutional inequities in our community and advocate for community wide change
- Facilitate information sessions and workshops with other local service providers, stakeholders and/or volunteers.
- Attend professional development, make presentations and conduct interviews and travel as necessary.
- Maintain an up-to-date knowledge on legislation and policies affecting recent immigrants and ensure that immigrants are aware of its availability.
- Ensure the maintenance, accuracy and up-keep of all client and volunteer files and records and maintain a computer database that will record all client and volunteer contacts and activities in a timely manner.
- Recruit, screen, train, support and recognize volunteers.

- To establish and monitor appropriate connections between clients and volunteers, both individual and in a group setting.
- Collect feedback from participants and respond as appropriate.
- Develop additional volunteer opportunities and professional development as needs arise.
- To undertake other tasks and responsibilities as assigned.

**Qualifications and Experience:**

- Post-Secondary qualifications in the Social Services field
- Formal training in the field of Equity and Inclusion, Anti Oppression and Anti-Racism
- In depth knowledge of the Ontario Human Rights Code
- Extensive knowledge of community services in the District of Cochrane
- Demonstrated commitment to authentic Equity and Inclusion, including anti-oppression and anti-racism
- Fluent in English and other languages in common with our clients in the area
- Demonstrated capacity to consistently use an authentic equity lens in all service provisions and community liaisons
- Demonstrated capacity to engage with others using authentic anti-oppression and anti-racism frameworks
- 3-5 years lived immigrant experience in the district of Cochrane
- Valid Ontario Driver's License and experience driving in all weather.

**Please submit your resumé and cover letter by noon on January 7, 2026 to:**

Vindra Sahadeo  
Program Coordinator  
Email: vindrasahadeo@neomc.ca