

ADAM HOUSE TORONTO

Newcomer Settlement Specialist - Student Position

Details:

- Toronto, Ontario (onsite, in-person)
- Full time seasonal position, 9 weeks total
- 30 hrs/week, \$17.60/hour
- 3 vacancies (see application dates below)
- Canada Summer Jobs, no experience required

The summer Settlement Specialist at Adam House will work with the Settlement Manager and the Settlement Worker to help newcomers to Canada integrate into life in Canada; guiding them with housing, jobs, education, and services.

Tasks and responsibilities may include:

- Conduct intake and case management as part of the settlement team and provide orientation to new Adam House clients,
- Ensure appropriate referrals to government offices, medical, legal, community, and educational services, maintain up-to-date record keeping and effective communication within the team,
- Contribute to the team efforts in guiding clients to ensure they meet set targets, deadlines and desired outputs for their settlement process,
- Provide tools that will help residents to succeed in their integration into the Canadian society,
- Assist residents with housing search, when necessary.
- Assist when appropriate the completion of forms, gathering supporting documentation, writing support letters and consulting with lawyers,
- Contribute to the weekly staff meetings,
- Along with management staff, ensure that clients adhere to the Adam House Code of Conduct, and appropriate action for breach of conduct is taken, and resolve matters that require correction or eviction.

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

All eligible youth are welcome to apply. Adam House will prioritize the recruitment of youth facing barriers to employment, including:

- Indigenous youth
- Racialized youth
- Black youth
- Youth with disabilities
- 2SLGBTQI+ youth

3 positions available with staggered start dates:

Early Spring start - *applications due April 24 @ noon.*

Early Summer start - *applications due May 8 @ noon.*

Mid-summer start - *applications due May 22 @ noon.*