



NEW
CANADIANS
CENTRE
PETERBOROUGH

221 Romaine Street
Peterborough, ON K9J 2C3

Tel (705) 743.0882
Fax (705) 743.6219

info@nccpeterborough.ca
www.nccpeterborough.ca

NEW CANADIANS CENTRE PETERBOROUGH

Position Description: Settlement Worker in Schools
(SWIS Worker)

Posting Date: Monday, June 2, 2025

NOC: 42201 Social and Community Service Workers

Closing Date: Monday, June 23rd, 2025, at 5:00 PM

Hours: 35 hours per week
Wage: \$27.33 to \$33.11 per hour
Start date: August 11th, 2025
End date: July 30th, 2026
Location: Peterborough, Ontario
Reports to: Manager of Youth and Family Programs
Terms of Employment: Full time, Temporary position

APPLICATION INSTRUCTIONS:

Applications must include a cover letter and resume. Applications must be mailed, emailed or hand-delivered. Application via fax will not be accepted. Applications will ONLY be accepted if received as directed.

If emailing application, please send your cover letter and resume as one file, in PDF format, attached to your email, and include your first and last name in the title of the document.

Please address your application to:
recruitment@nccpeterborough.ca
Attention: Recruitment Committee
New Canadians Centre Peterborough
221 Romaine St. Peterborough, ON K9J 2C3

Thank you for your interest. **Please note that only those selected for an interview will be contacted.**

The New Canadians Centre Peterborough (NCC) is a non-profit charitable organization dedicated to supporting immigrants and refugees in the Peterborough, Kawartha Lakes, Haliburton and Northumberland regions. We strive to empower immigrants and refugees to become full and equal members of Canadian society and to provide community leadership to ensure cultural integration in a welcoming community.

As a member of the Settlement Workers in Schools team, the **SWIS Worker** helps newcomers in the process of adapting to life in Canada by supporting newcomer youth and their families both in schools and in the community to navigate systems related to education, career and social development. The SWIS worker develops and carries out activities for newcomer youth, connects youth to relevant educational and community resources, encourages youth leadership and self-advocacy and provides settlement support to parents and other family

Everyone
welcome.





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members. This position requires travel to schools in NCC catchment area, primarily Peterborough, Northumberland and Lakeshore regions.

Duties and Responsibilities:

- Meet with newcomer youth and their families to assess their settlement needs and goals in areas such as education, language, immigration, health, housing, employment, finance, recreation and transportation.
- Assist clients in addressing these needs and achieving their goals, by providing information and referral services for NCC, school, community, government programs and services
- Follow up with clients to assess their progress, give clients support and discuss any difficulties or problems.
- Receive, follow up on and encourage new client referrals from KPR and PVNC schools, as well as supporting clients received through the New Canadians Centre offices
- Work itinerantly from PVNC and KPR schools with newcomer youth and families and maintain good communication with school administrative staff and teachers as required to provide support for these clients
- Assist in development and delivery of workshops and information sessions for students, parents, and presentations for school staff, community groups and partners
- Regular outreach and communication with community partners to help newcomer clients navigate and better access their services.
- Plan and deliver newcomer youth and family programs, including groups, trips and activities
- Complete necessary record keeping including counseling notes/records, client database entries and waiver forms.
- Create, edit, proofread and finalize office correspondence, reports, statements, forms, presentations and other documents using Microsoft applications
- Provide Manager of Youth and Family Programs with necessary statistics and information as requested and in a timely manner

General Responsibilities

- Support the mandate of the New Canadians Centre
- Assist in organizing and/or participate in NCC events and activities
- Complete documentation such as expense reports and timesheets in a complete timely fashion
- Other duties as required

Qualifications:

Experience

- Post-secondary education in a field related to Community Development, Education and/or Social Service Work, or equivalent combination of education and experience, is required
- Experience in counseling and conducting needs assessments is an asset
- Experience working with children and/or youth; work experience with newcomer youth in particular is considered an asset
- Demonstrated skills in planning and delivering group programs, activities and workshops
- Knowledge of and personal experience with the elementary, secondary and post-secondary education system in Ontario

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- Lived experience as a newcomer to Canada or as a member of a marginalized group, as voluntarily self-identified, is viewed favourably

Competencies

- Strong organizational, problem solving and time management skills
- Excellent written and verbal communication skills, especially in a multi-cultural setting
- Ability to work independently and as part of a team
- Adaptability and responsiveness to client and organizational needs
- Knowledge of community resources and immigration issues
- Understanding and empathy for the struggles which immigrants, refugees and newcomers face in starting a new life in Canada
- Understanding of anti-oppressive language and concepts including power, privilege, intersectionality, and racism
- Ability to maintain confidentiality and handle important documents in a sensitive manner
- Demonstrated ability to keep accurate records, write reports and meet deadlines
- Proficient in use of computers and Microsoft Office applications
- Experience in conflict resolution and mediation an asset
- Proficiency in more than one language is an asset

Other

- Current Criminal Reference check with vulnerable sector screening
- Valid Ontario Class G Driver's License, and access to a vehicle is required
- Willingness to travel within the catchment area of the KPR and PVNC school boards and NCC
- Ability to work flexible hours, including some weekends and evenings
- Ability and willingness to travel to related seminars, conferences, training, meetings, etc.

*The NCC strives to be an equal opportunity employer.
We encourage applicants from diverse backgrounds.*

Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.

Accommodation will be provided in all parts of the hiring process as required under the NCC's Accessible Customer Service Policy. Applicants will need to make their needs known in advance.

The NCC is an advocate for equity and is committed to ensuring representation in its staff team. We welcome applications from members of immigrant and refugee communities, people of colour, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

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