

<b>Placement Title:</b>	Newcomers' Settlement & Stronger Women Project Student
<b>Department:</b>	Newcomers' Centre
<b>Total Number of Student Placements Available:</b>	1
<b>Days/Hours Per Week:</b>	2-3 days/week
<b>Length of Placement:</b>	September 2019 to December 2019 <i>or</i> September 2019 to April 2020
<b>Location(s):</b>	1911 Kennedy Rd. Unit 205, Scarborough, ON M1P 2L9
<b>Placement Description &amp; Student Responsibilities:</b>	<p>This placement student will be supporting our Newcomers' Centre as a Newcomer Settlement Assistant and also assist with our Economic and Skills Opportunities for Stronger Women Project.</p> <p><b>Newcomer Settlement Assistant</b> This student will be given opportunities to:</p> <ul style="list-style-type: none"> <li>• Provide assistance to Settlement Counselors in doing intake</li> <li>• Assist Settlement Counselors in assisting clients to fill out application forms related to immigration, social service programs, and other applications relevant to the needs of the client</li> <li>• Update information with regards to current community resources on employment, and other programs for immigrants and refugees</li> <li>• Assist Settlement Counselors in organizing information sessions</li> <li>• Assist in entering client information in the database (OCMS) in a timely manner</li> <li>• Prepare and write weekly reports</li> <li>• Assist staff in conducting outreach to reach out to a larger population of newcomers</li> <li>• Assist staff in organizing events and conducting outreach for newcomers</li> <li>• Assist staff in large and small community meters, events, and festivals</li> <li>• Participate in monthly team meetings and other special events</li> <li>• Assist staff in facilitating client evaluations</li> </ul> <p><b>Supporting the Economic and Skills Opportunities for Stronger Women Project</b> This project aims to equip and empower immigrants and refugee women with viable, practical and employment-ready skills and economic opportunities for entrepreneurship.</p> <p>This student will be given opportunities to:</p> <ul style="list-style-type: none"> <li>• Assist in logistical needs of organizing trainings (pre-workshop, during the workshop, and post-workshop duties)</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in administrative work such as photocopying, filing, entering data in OCMS, etc.</li> <li>• Assist in outreach and creating publicity materials</li> <li>• Assist in following up with clients for workshops and other events related to the project</li> <li>• Guide and support individual clients in the daily completion of job search tasks</li> <li>• Guide and support individual clients in all stages of small business development</li> <li>• Assist in conducting outreach</li> </ul>
<p><b>Required Experience/ Skills/Education:</b></p>	<ul style="list-style-type: none"> <li>• Passion for working with newcomers and women</li> <li>• Experience working with newcomers and women</li> <li>• Strong verbal and written communication skills</li> <li>• Workshop facilitation skills</li> <li>• Computer skills</li> <li>• Commitment to anti-oppressive practice</li> <li>• Second language is an asset</li> </ul>
<p><b>Orientation/Training Provided:</b></p>	<ul style="list-style-type: none"> <li>• ACSA orientation</li> <li>• Project-specific training</li> </ul>

For information on how to apply for this placement, please see:

<https://www.agincourtcommunityservices.com/student-placements>