

**JOB POSTING #2025-160-02**

**INTERNAL/EXTERNAL**

**Resettlement Assistance Program (RAP)**

**Resettlement Worker**

**Wage: \$25.00 to \$27.00 per hour**

**Full Time: 35 hours per week, Monday to Friday**

**Temporary to March 31, 2026 (possibility of extension)**

**Provide Support to Refugees Settling into Canada**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

**Job Summary:**

The Resettlement Worker provides resettlement assistance services (RAP) to Government-Assisted Refugee (GAR) clients under the Resettlement Assistance Program, in their first language, as prescribed by Immigrant Refugees Citizenship Canada (IRCC). The Resettlement Worker delivers RAP orientation sessions, arranges for language training, and other assistance to facilitate the clients' transition from RAP to Settlement Services, following established policies and procedures.

**Your Role:**

Archway's Resettlement Worker with the Resettlement Assistance Program (RAP) contributes by:

- Delivering services to Government Assisted Refugees (GAR) in their first language, including but not limited to assessing clients' needs, conducting intake and orientations, and assisting in completing applications for mandatory and other relevant programs and benefits such as social insurance numbers, child tax benefits, etc.
- Facilitating the delivery of other services such as temporary accommodation, opening of bank accounts, assisting with medical related services, translating Resettlement Assistance Program documents, and accompanying clients to appointments, as needed.
- Acting as a cultural broker and facilitating communication between clients and other staff and/or partners, and ensuring clients are aware of their appointment schedules.
- Preparing and maintaining up-to-date files, statistical information about the Program, and database documentation on each client.
- Communicating with Immigration, Refugees and Citizenship Canada officers, other government agencies, staff, and partners to resolve clients' issues and ensuring clients are given timely access to programs, benefits and personal documents.

- Ensuring that clients are oriented to their rights and responsibilities within Canadian culture and norms; basic public services; and community resources (i.e., legal, educational, medical care and social service systems).
- Organizing and facilitating group orientation sessions on community resources and community related events for clients.

NOTE: This position is a great fit for someone who is knowledgeable of the barriers which refugees face, keeps abreast of current developments affecting refugee settlement, and has the language abilities of Arabic, Swahili, Spanish or Somali.

### **Our Offer**

- Wage: \$25.00 to \$27.00 per hour.
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM, with some evening and weekend work required.
- Temporary until March 31, 2026.

### **Benefits include:**

- Three weeks pro-rated vacation.
- Three pro-rated wellness days per year.
- Pro-rated sick leave days per year.
- Opportunity to exchange a statutory holiday for a cultural day celebration.
- A great benefits plan including extended health and dental; you choose your plan.
- Employee and Family Assistance Program.
- Access to online wellness resources including newsletters, physical health videos, and wellness events.
- Free use of Archway's wellness equipment.
- Great in-house training opportunities.
- Business insurance and associated mileage costs for program-related driving is covered by Archway.
- Rewarding work in a positive and supportive environment.

### **Getting an Interview – you will be considered if you have:**

- A post-secondary degree in Human/Social Services **OR** an equivalent combination of education and experience.
- Experience in working through resettlement needs and issues experienced by multi-barrier immigrants and refugees.
- Related experience in a client-oriented position preferably targeting refugees.
- Experience in facilitating groups.
- Strong knowledge of community-based programs and related systems that support newcomers to Canada.
- Language abilities with Swahili, Spanish, Arabic or Somali.

### **The Job Requires you to have:**

- Well developed written, verbal, and active listening skills; able to communicate effectively and respectfully with people from a variety of cultural and linguistic backgrounds and abilities, including English as a second language abilities.

- Ability to work efficiently under pressure and time constraints to effectively deal with high need clients and urgent situations.
- Understanding and sensitivity to issues affecting immigrant and refugee communities.
- Demonstrated crisis intervention skills.
- Knowledge of current legislation, services, information, and issues affecting refugee newcomers, supplemented by a broad knowledge of community resources.
- Strong computer competency: able to use Windows Microsoft Office 365 and virtual meeting platforms such as Microsoft Teams and Zoom.
- The ability to work occasionally on evenings and weekends.
- Ability to conduct in-person meetings with partners and stakeholders in the Fraser Valley, which will require extensive driving.
- Access to a personal reliable vehicle for program-related driving, and ability to be insured according to Archway's transportation policy.
- Ability to interact with people who have encountered traumatic experiences.
- Ability to adhere to health and safety protocols.
- A valid First Aid certificate is a condition of employment.
- A valid Class 5 BC Driver's License and satisfactory driving record is a condition of employment.
- Obtain and maintain a satisfactory criminal record check is a condition of employment.

**Closing date is May 25, 2025.**

#### **TO APPLY**

Interested applicants are to reference **Posting #2025-160-02 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2025-160-02

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*