

**JOB POSTING #2025-185-04**

**INTERNAL/EXTERNAL**

**Refugee Claimant Support Services – BC Safe Haven  
Settlement Worker and Employment Specialist**

**Wage: \$27.00 per hour**

**Full Time: 35 hours per week 9:00 AM to 4:30 PM, Monday to Friday**

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

**Provide Settlement and Employment Services to Refugee Claimants**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Langley and Abbotsford**

**On Site**

### **Job Summary:**

The purpose of BC Services and Assistance for Humanitarian and Vulnerable Newcomers (BC Safe Haven) is to support the social and economic integration of refugee claimants who are not eligible to receive services under federal settlement programs. Services are intended to wrap around refugee claimants in a way that supports them in all aspects of their initial settlement needs, including navigating immigration and legal processes, seeking authorization to work, English language classes, mental health support, access to services that provide food and housing, and finding employment opportunities. The client groups served by BC Safe Haven face unique barriers and challenges to integration that necessitate settlement and employment supports.

The Settlement Worker and Employment Specialist will assist clients with settlement services, access to labour market information and support, and refer for counselling, where appropriate. Further, the Settlement Worker and Employment Specialist will be responsible for marketing and promoting the program to prospective employers in order to seek job opportunities for program clients. Program delivery will include group and one-on-one sessions for clients on topics such as health care, the Canada refugee claim system, banking, the local job market, employment standards, workplace rights and responsibilities, workplace safety, and workplace culture.

### **Your Role:**

Archway's Settlement Worker and Employment Specialist with the Refugee Claimant Support Services BC Safe Haven contributes by:

- Providing settlement and employment services to refugee claimants in the Langley and Abbotsford locations, including referrals to mental health and housing supports and English classes.
- Liaising with the Inasmuch Community Society to find housing for refugee claimants.

- Delivering information sessions and workshops on topics such as health care, the Canada refugee claim system, banking, the local job market, resume writing, workplace safety, and other topics relevant to the refugee claimants' needs.
- Providing assistance with BC Housing applications and/or rental assistance program applications, and one-on-one assistance in completing applications for non-immigration related services and resources.
- Organizing networking events for refugee claimants to learn about local resources in the community.
- Offering customized employment counselling services, in person or remote, relevant to the individual's education and work experience, to provide employment information and support in the job search, career planning goals, resume building, and interview skills.
- Delivering short-term pre-employment training and access to training for the Employment Readiness Series, which includes resume writing, preparing covering letters, applying to positions, interview skills, accessing the hidden job market, digital literacy, and communication in the Canadian workplace.

This position is a great fit for someone who is knowledgeable about the refugee claim process, has an understanding and passion for working with individuals who have been impacted by trauma, has great interpersonal skills, strong professional boundaries, and is knowledgeable about community resources in the Langley and/or Abbotsford areas.

### **Our Offer**

- Wage: \$27.00 per hour
- A temporary, full-time position at 35 hours per week, Monday to Friday 9:00 am-4:30 pm until March 31, 2026
- Perks include:
  - Great in-house training opportunities.
  - Access to online wellness resources including newsletters, physical health videos, and wellness events.
  - Free use of Archway's wellness equipment.
  - Business insurance and associated mileage costs for program-related driving is covered by Archway.
  - Rewarding work in a positive and supportive environment.
  - Work/life balance.

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

- Post-secondary education in Social Services, Human Resources, Marketing, Business, or an equivalent combination of education and experience.
- Knowledge and understanding of the refugee claim process and refugee claimant experience is an asset.
- Employment-based certifications or an equivalent combination of education and experience.
- Career Development Practitioner Certificate is an asset.
- Experience providing social services to refugee claimants or other vulnerable newcomers to Canada.
- Ability to speak Spanish or Arabic is a strong asset.

- Experience working and communicating with diverse multi-barriered newcomers to Canada.
- Experience working with individuals who have been impacted by trauma.
- Experience in assisting individuals find employment.
- Experience in networking and marketing is an asset.

**The Job Requires you to have:**

- A valid BC Driver's License and satisfactory driver's record.
- The use of a personal vehicle is required for program-related driving; must be able to be insured according to Archway's transportation policy.
- Knowledge of the theory and practice of trauma-informed care.
- Strong cross-cultural experience, sensitivity, and skills.
- Strong professional boundaries with clients.
- Ability to keep up to date on settlement and labour market information and industry trends and regulations as changes occur.
- Organizational and time management skills; able to balance and manage competing projects and priorities.
- Skills in using Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint to create reports, presentations, and communication with clients, prospective employers, and the community.
- Ability to use virtual meeting platforms including Microsoft Teams and Zoom.
- Knowledge and ability to use database programs.
- Knowledge of program and community partners in the Langley and/or Abbotsford area is an asset.
- Knowledge of Canadian workplace cultural norms.
- Knowledge of best practices in employment skills including resume and cover letter writing and formatting, networking, and interviewing.
- Direct, in-person contact with on-site staff and clients; adherence to health and safety protocols is required.
- Willingness and flexibility to work evenings and weekends as needed.
- A satisfactory Criminal Records Check is a condition of employment.

**Closing date is January 4, 2026.**

**TO APPLY**

Interested applicants are to reference **Posting #2025-185-04 in the subject line.**

Please submit your cover letter and resume to:

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

Subject: Job Posting #2025-185-04

**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.*