



Matthew House
Refugee Welcome Centre - Windsor

Settlement Support Worker

Matthew House has quickly become the leading settlement and support agency for Refugee Claimants in Windsor-Essex. If you join us, you will become part of a fast-paced and dedicated team that uses a HOME and FAMILY model to provide HOPE for newly arrived Refugee. Our shared goal is to see these vulnerable individuals quickly become self-sufficient, contributing members of our community. We are a faith based organization that welcomes all refugees regardless of their race, religion, sexual orientation or political opinion and seek to help people develop confidence and restore their personal dignity. To learn more visit www.matthewhousewindsor.org

Status: 1 X Permanent Full-time (35 hours), 1 X Permanent Part-Time (20 hours)

Hours and Rate:

- rate of pay to be negotiated
- part-time position may be combined with Live-In Host position

Start Date: May 15, 2023

Application Deadline: Posting will remain active and interviews will be conducted until a candidate has been selected. Those interested are encouraged to apply right away.

Position Summary: Matthew House's **Support Worker** will assist Refugee Claimants in accessing shelter, services and supports that will empower them to secure legal status in Canada and begin their settlement in our community.

Key Responsibilities: Legal, social service, and government systems navigation, settlement support services, shelter intakes, residential operations, case management and documentation.

Preferred Qualifications:

- Post-secondary degree in Social Work, Human or Social Sciences, or a combination of education and work experience in social services or settlement,
- Competent working in a digital environment,
- Ability to speak French or another language,
- Experience working cross culturally and comfortable with diverse languages
- Ability to work in a fast paced, team environment. Ability to take initiative on projects.

Candidates are encouraged to view the full job description available at:

<http://matthewhousewindsor.org/getinvolved>

Please send resume and cover letter by e-mail only to: Mike Morency, Executive Director
mike@matthewhousewindsor.org

We appreciate all applications but regret that only those selected for an interview will be contacted directly.