



Vietnamese Women's Association of Toronto

o/a VWAT Family Services

Established 1982 – Charitable No. 86061 5848 RR0001

1756 St. Clair Avenue West, Toronto, ON M6N 1J3

JOB DESCRIPTION

JUNIOR SETTLEMENT WORKER

Reports to: Manager of Settlement & Employment Services

Job Summary: To deliver settlement services to newcomers under the close supervision of more experienced staff. This entry-level role provides settlement support to newcomer clients while learning best practices and further developing social services skills.

Duties and Responsibilities:

1. Maintain punctuality and inform the Manager of Settlement & Employment Services if running late or absent.
2. Provide settlement services to newcomers, including intake, assessment, case management, documentation, information and referrals, supportive counseling, outreach, workshops, and follow-up, with oversight from senior staff
3. Assist in workshop preparation and co-facilitate group sessions with senior staff.
4. Participate in outreach activities by assisting with the development and distribution of outreach materials, attending community events, and shadowing senior staff during community outreach/connections events to help expand the client base and promote the agency's services.
5. Provide administrative support in recruitment and coordination of volunteers and placement students.
6. Assist in compiling and preparing statistical reports as required by funders.
7. Support the coordination of organizational programs and events.
8. Other duties as assigned by senior settlement staff or the Manager of Settlement & Employment Services.

Training and Development:

- Participate in ongoing mentorship and formal training sessions, including workshops, job shadowing, and peer learning opportunities to enhance settlement service skills.
- Collaborate with senior staff to refine core settlement skills such as client intake, case management, and resource referrals, with the goal of progressing into the regular Settlement Worker role.



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Qualifications and Competencies:

1. Post-secondary degree or diploma in social services, social work, or related field (preferred) or equivalent experience.
2. Experience in settlement services, community outreach, supportive counseling, and workshop development/facilitation (preferred).
3. Knowledge of resources for newcomers, particularly low-income and multi-racial communities; cultural sensitivity and ability to communicate effectively with clients from diverse cultures and backgrounds.
4. Proficiency in Microsoft Office and other office software; familiarity with case management and client tracking systems an asset.
5. Ability to work independently and as part of a team, with accountability.
6. Proficiency in a second language, such as Spanish, Portuguese, Tagalog, or others, is a strong asset.

Our organization is committed to employment equity and fostering an inclusive workplace. We encourage applications from Indigenous peoples and members of the 2SLGBTQI+ community.

Applicants must submit a cover letter explaining their reasons for applying to our association and demonstrating how their skills and experience align with the requested qualifications and competencies.

Please send your cover letter and résumé to:

VWAT Family Services

1756 St Clair Ave W, Toronto, ON | M6N 1J3

Email: info@vwat.org; or ed@vwat.org

Application Deadline: March 31st, 2025 (midnight)

While we thank all candidates for their interest, only those selected for an interview will be contacted.

VWAT Family Services values: **WECAIRE**

Wholesome | Excellence | Care | Accountability | Inclusion | Respect | Equity