



SPEC

ASSOCIATION FOR CHILDREN & FAMILIES | EST. 1978

Newcomer Program Assistant

TERM FULL TIME POSITION AVAILABLE IMMEDIATELY

- Meet with newcomer families to complete intake
- Open newcomer client files and assign file to appropriate Newcomer Family Liaison Worker
- Manage client files in accordance to funder File Management Protocol
- Input and maintain both internal client databank and external Icare
- Upon closure of client file, conduct exit interview with clients
- Monitor and produce statistical information on demographics and identified needs related to LINKS newcomer clients
- Supporting various needs assessment initiatives including LINKS focus groups
- Provide interpreter and translation services as required
- Provide personal and telephone reception and basic information to client in a pleasant and helpful manner
- Tracking and reporting clients' needs based on information gathered through intake
- Assist newcomers in filling out a variety of forms when required

Qualifications include a Certificate/Diploma/Degree in Human Services, and 2 years' experience working with families of distinct cultures. Knowledge of the community and local / regional resources for children and families is required. Multilingual skills would be an asset. A valid driver's license, insured vehicle, and First Aid Certification are required. Prior to final hiring, Police Record and CYIM checks, along with a driver's abstract, must be provided. Salary is based on 160 hours/month

Please indicate on your application, for which position you are applying and submit resume with three (3) references to:

Carol Gil, LINKS Team Lead

The SPEC Association for Children and Families

101, 327 – 3rd Street West Brooks, Alberta T1R 0E7

Fax: 403-362-5090 Email: carol.gil@spec.ab.ca

LINKS

Thank-you for your interest, only individuals selected will be contacted.