



JOB POSTING

Title: **School Settlement Staff**

Reports to: **Coordinator YMCA School Settlement Program**

Position Status: **Full Time, Salaried (During School year -10 months)**

Salary: **\$2,730 monthly**

Start Date: **January 4, 2019**

Office Location: **YMCA Centre for Immigrant Programs**

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

The YMCA of Greater Halifax/Dartmouth is looking for dynamic people with great relationship building skills to join our busy, and growing, School Settlement team.

The YMCA Experience

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

Position Summary

These positions work on site in, and with, schools to provide practical assistance to newcomer children, youth and their families as they settle into the school system and community. Responsibilities include providing individual and group settlement support as well as engaging schools through awareness raising, meetings and building connections.

We Offer

- Participation in Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates

Qualifications

- Microsoft Office Skills
- Strong organizational skills and the ability to manage multiple, competing deadlines and tasks
- Superior interpersonal and communication skills
- Understanding of, and experience with, the Nova Scotia school system – policies, procedures, expectations etc.
- Demonstrated discretion and sound judgement in the handling of confidential information
- Experience working with diverse populations
- High level of initiative is needed to work independently and respond to unanticipated items
- Experience delivering presentations and workshops
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**

Apply Today

Please email your cover letter and resume in one document to **Fadia.ismail@hallifax.ymca.ca** by **Friday, December 19, 2018**. We look forward to hearing from you.

The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.