

School Settlement Worker

Location: Youth Intervention Services, Hamilton, ON

Position Type: Full-Time with benefits and complimentary YMCA Membership

Salary Grade: Grade 3

Salary Range: \$46,060 to \$50,000 annually, commensurate with experience

Position Description:

We believe that it is through the power of our amazing people that the #YSavesLives. By joining the Employment, Immigrant & Youth Intervention Services team, you will contribute to making our Y the best place to work.

The School Settlement Worker plays a vital role in supporting newcomer youth and their families as they navigate their new school and community environments. This position delivers in-person settlement services at various school locations and provides remote support when needed. You will work closely with students, parents, school staff, and community agencies to foster successful integration, build connections, and create a welcoming environment where newcomer families can thrive.

This is a great opportunity for an individual who thrives in a fast-paced environment and is passionate about working at the YMCA of Hamilton | Burlington | Brantford.

What You'll Do:

- Empower newcomer students and families by providing them with the information, tools, and guidance needed for successful integration into school life and the broader community.
- Support educational success by assisting with school registrations, relaying important school updates, and attending parent-teacher meetings as requested
- Create welcoming spaces by organizing and facilitating group sessions for newcomer families and school staff on social issues and topics that matter most to newcomers.
- Build community connections by liaising with local agencies to link families with programs and services that meet their needs.
- Encourage active participation by helping newcomer families engage in school activities, committees, councils, and associations.
- Support smooth transitions by participating in school reception and orientation processes for newcomer students and their families.
- Bridge communication between school staff and newcomer students/parents to ensure strong, respectful relationships.
- Lead learning opportunities by planning and delivering information sessions and group workshops on education and youth leadership initiatives.
- Maintain program excellence through accurate data entry in OCMS and careful documentation in line with program requirements.
- Contribute to team success by providing administrative support when needed and participating in workshops, training sessions, conferences, and staff meetings.

What You'll bring:

- Post-secondary education in social services, psychology, counseling, child & youth development, recreation, human resources, or a related field — or an equivalent combination of education and relevant experience.
- Experience working with newcomers to Canada, with a solid understanding of various immigration categories.
- Strong knowledge of Ontario's education system, structures, and processes.
- Familiarity with community and settlement resources in the Hamilton area.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and strong computer skills.
- Skilled in using online communication platforms such as Zoom and Microsoft Teams.
- Excellent interpersonal, presentation, negotiation, and organizational skills.
- Ability to work effectively within the school system alongside diverse staff and clientele.
- Valid driver's license and access to a reliable vehicle.
- Flexibility in assigned work hours and locations.
- Experience and cultural sensitivity in working with individuals from diverse backgrounds, including visible and invisible dimensions of diversity.
- A clear Vulnerable Sector Check (issued within the past six months) is required prior to employment.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton|Burlington|Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

Ready to Make a Difference? This is your chance to play a critical role in shaping a thriving, inclusive workplace where employees feel supported and empowered. If you're passionate about people and excited to lead impactful initiatives, we want to hear from you!

Interested in applying? Please submit your resume to: fariha.ali@ymcahbb.ca Program Manager, Immigrant Services by **September 19, 2025**.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca