## INTERNAL & EXTERNAL JOB POSTING

### RAP Coordinator- Temporary Accommodation

ISANS is seeking a full-time RAP Coordinator- Temporary Accommodation responsible for providing consistent and effective assistance to government assisted refugees during their stay in Temporary accommodation after their arrival to Halifax. Providing backup to other RAP team members when absent and as needed and vice versa. Reporting to the Supervising Team Lead and Manager, Refugee Resettlement, the RAP Coordinator, Temporary Accommodation will be responsible for:

- Conducting needs assessment with clients and providing assistance with complex cases and refer to supporting services as needed
- Coordinating client access to IRCC RAP support services including documents preparation and submission
- Providing financial orientation including banking services with the focus on clients entitlements and financial responsibilities with initial understanding and skills to use the basic products
- Linking and providing RAP immediate orientation on multiple topics including but not limited to federal and provincial programs, life in Canada, neighbourhood orientation, education, safety and security, health, housing, etc.
- Coordinate with case managers for case conferences, consultation and meetings
- Following up and problem solving with services providers for RAP clients during their stay in Temporary accommodation
- Assisting RAP clients with viewing apartments, reviewing the lease application and securing a tenant issuance.
- Coordinating clients’ moving schedule with the support of on-call workers, transportation providers and Settlement Team staff.
- Coordinating support with shopping for households, furniture and grocery
- Providing apartment orientation and ensuring that clients have basic skills and understanding of safe apartment living
- Networks and builds on going collaborations with communities and business resources (landlords, property managers, banks, furniture stores)
- Response to emergencies while carrying on pager duties

### The ideal candidate for this position will have the following:

#### Education:
- Bachelors Degree or
- Equivalent combination of education and experience will be accepted

#### Experience:
- 2 years’ experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants, 2LGBTQ+ and people with high needs preferred
- Experience developing, implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience with networking and outreach

#### Knowledge:
- Knowledge of local activities, programs and community organizations that serve the immigrant population

#### Skills:
- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset
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<thead>
<tr>
<th>Terms of Employment</th>
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<tr>
<td>• Fixed-term contract to March 31st, 2020, renewable pending funding confirmation</td>
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<td>• Full-time, 35 hours per week</td>
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**Commencement Date:** ASAP

**Closing Date:** December 20th, 2019 4.00pm

**To apply:** Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.**