

INTERNAL & EXTERNAL JOB POSTING

**Aegis Project Team Support
Short-term contracts**

ISANS, as a Resettlement Assistance Program (RAP) provider, is involved in supporting the arrival of Afghanistan refugees in Canada and we are preparing for arrivals to Atlantic Canada and Nova Scotia. ISANS has long-standing experience and expertise responding to major resettlement initiatives, such as welcoming arrivals from Kosovo and Syria. ISANS also recognizes that each resettlement initiative is unique, and that it will require specialized care and attention.

For this initiative, we currently have a team of staff members in Toronto working directly with newly arriving Afghanistan refugees. In Toronto, we are also engaging with partners from across the country and more specifically from Atlantic Canada. As we work to safely and compassionately settle refugees from Afghanistan, we are looking for additional employees willing and able to work from Toronto.

These positions will report to the Supervisor and Manager, Refugee Resettlement. We are currently recruiting for the following positions:

Supervisor or Team Lead, RAP

- Level (Supervisor or Team Lead) dependent on experience and qualifications of candidate
- Lead and coordinate the direct clients services on behalf of the Atlantic region SPOs and coordinate the actual work with other SPOs
- Conduct destination assessments
- Monitor and review the process and outcomes for clients and service providers
- Provide support to Manager, Counselors and Program Assistant
- Provide training, coaching and feedback to Counselors and Program Assistant in absence of Manager
- Supervisor – Assist Manager in staffing, scheduling, approving time sheets, overtime and expenses

RAP Counselor

- Provide basic settlement services to clients and implement a case management approach for Resettlement Assistance Program (RAP) clients upon arrival
- Deliver RAP specific orientation sessions
- Complete immigration and resettlement related forms and application as required
- Provide information and referrals to appropriate internal or external resources
- Coordinate case conferencing with clients and the service providers

Program Assistant, RAP

- May work remotely from Halifax, dependent on project needs
- Support the effective and efficient scheduling and administration of services and activities, by providing program support to team members
- Organize and compile information required for accurate and timely reporting
- Record, process and store documents in accordance with established procedures

The ideal candidates for these positions must have the following:

- the ability to travel to Toronto, Ontario
- the ability to work in Toronto for extended periods, staying in hotel accommodations
- the ability to work long and unpredictable hours, OT will be compensated
- Proof of vaccination - you must be fully vaccinated against COVID-19 (it is recommendation that all vaccinations are up-to-date).
- weekly covid testing and follow all public health covid protocols

Skills

- the ability to work independently and as part of a team in a multi-cultural environment
- strong written and verbal communication skills
- strong time management and organization skills, especially in stressful, fluid situations with time-sensitive deadlines

- excellent data and forms management skills
- experience working with trauma-informed lens and/or trauma informed trained
- experience delivering direct service to immigrants preferred
- language skills in Farsi, Dari and Pashtu are an asset but not required

Terms of Employment

- Short-term contracts with uncertain end dates due to evolving situations, please consider this before applying
- Travel costs will be paid by ISANS in accordance with regular finance policy. Daily stipends for food and incidentals will also be provided.
- Travel dates could be as early as October 20. Further information and confirmation on travel dates, start dates, estimated project end dates and details on a rotational schedule will be provided to interested applicants as more details are known.

Commencement Date: ASAP

Closing Date: October 15 ,2021 -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. 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.**