



Job Posting: Refugee and Asylum Navigator (Part-time, 21 hours/week)

Summary of the Position

Refugee and Asylum Navigator at Umbrella Co-op is responsible for providing customized support services for asylum seekers and newcomers of diverse backgrounds. These services include information and orientation, referrals, non-clinical counseling support, facilitating group sessions and community connections. The Navigator ensures that cultural factors are taken into account in delivering settlement, immigration, and social support services. This role works in collaboration with other Umbrella programs and community services. The Navigator reports to the Coordinator of the Social Determinants of Health Program. This position entails both in-office and virtual work from Monday to Friday, with occasional duties scheduled for evenings and weekends.

Skills and Qualifications

- Experience working with refugees and other newcomers, experience working with those from diverse cultural backgrounds - lived personal experience is an asset.
- Bachelor's degree in a relevant field (such as social work, gender studies, community development or other), or a certificate or diploma or course work in related fields, or a combination of training and experience in a related area.
- Experience with stakeholder collaboration, group facilitation and public presentations.
- Experience working as part of an interdisciplinary team in a culturally diverse, community-based setting.
- Knowledge of programs and services, service linking techniques, refugee settlement issues and needs.
- Excellent interpersonal and communication skills, able to speak, read and write in fluent English; additional languages are an asset.
- Empathic, diplomatic, respectful and discrete; able to remain tactful and patient during stressful situations; able to set professional boundaries with clients.
- Excellent organizational and time management skills, able to set priorities and meet deadlines and take initiative.

- A working knowledge of standard office equipment and software applications; experience with Zoom and similar platforms is an asset.
- Current and satisfactory Criminal Record Check

Working conditions: The role works in a community health centre and may be exposed to diseases or infections. The Refugee and Asylum Navigator will be trained under the carefully developed safety protocols and will be provided appropriate PPE to mitigate risk as required.

JOB TYPE: This is a part-time position of 21 hours/week, some weekend and evening work may be required.

SALARY AND BENEFITS: We offer a salary range of \$26 to \$29 per hour, (dependent on experience and qualifications) plus a full range of benefits including extended health and dental benefits, and a group retirement plan. Vacation/sick leave starts at four weeks.

EXPECTED START DATE: As soon as possible. The position will remain posted on our website until filled.

Application Instructions: Please submit a one-page cover letter and your resume (all in one pdf. file, please), with the subject line: [YourName]- Refugee and Asylum Navigator Position to info@umbrellacoop.ca

For more information, please visit our website www.umbrellacoop.ca

We kindly thank you in advance for your interest and application; however, only selected candidates will be contacted for an interview.