



Job Title: Refugee Settlement Assistant (Canada Summer Jobs)

Since 2005, Micah House has been welcoming newly arrived refugee claimants to Hamilton with God's love by providing safe shelter, settlement assistance and creating passages into the community.

Job Synopsis: The successful Canada Summer Jobs student will work alongside our team in providing settlement support and community building opportunities for families staying at Micah House. This role is supported by Canada Summer Jobs.

Start date: June 23, 2025 – August 15, 2025

Job Details: 8 weeks position; this position operates primarily within general office hours of 9:30am – 4:30pm, Monday to Friday. This position may require occasional work on weekends and evenings, as needed.

Location: This role requires an on-site presence at our office in Hamilton, Ontario

Reports to: Executive Director

Qualifications:

- Strong communication skills, both written and verbal
- Experience working well with diverse groups of people
- Ability to be adaptable when situations change
- Familiarity with settlement processes and relevant community resources
- Proficiency in basic computer skills and office software
- Basic administration and project coordination skills
- Self-motivated and team player
- Ability to work independently on assigned tasks

To be eligible based on Canada Summer Jobs Requirements, applicant must:

- be between the ages of 15 and 30
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Key Responsibilities:

- *Cultural Orientation:* support staff in providing introductions on Canadian culture, laws, customs, and rights, ensuring families understand their new community.

- *Client support and assistance:* help refugee families to navigate daily life in Canada including setting up bank accounts, obtaining health cards, and understanding local transportation.
- *Assisting with Forms and Applications:* support clients in completing various government forms, such as Ontario Works and work permit renewals.
- *Community Connections:* help newcomers build connections with local community organizations, religious groups, and volunteer opportunities.
- *Supporting Family and Youth Summer Activities:* Assist in the coordination of workshops and recreational/educational activities for families and children.

Salary and Benefits: This is an eight week summer contract, at 35 hours a week, \$18/hour. The job offer is contingent upon the successful candidate possessing a clear Vulnerable Sector Check (VSC). Applicants must provide evidence of a clear VSC as part of the hiring process.

Application: Interested applicants can send their cover letter and resume to: info@micahhouse.ca. Any questions can be sent to Stephanie Schreuders, Executive Director, at the same email.