



**Temporary Full Time (1YEAR CONTRACT)
Shared Settlement Services Worker - Pembroke Office
Posting # CS2026-001**

MANDATE:

Assist immigrant newcomers to Canada by providing essential settlement services (i.e. needs assessments, information, orientation, community connections, referral, interpretation, translation, advocacy and solution focused counselling in accordance with accepted settlement counselling practices and procedures) in order to maximize the potential for successful integration into Canadian life and society for newcomers to Lanark and Renfrew Counties. Help New Canadians in the continuing process of becoming fully engaged and productive Canadian Citizens.

MINIMUM QUALIFICATIONS:

Two-year post-secondary diploma in Social Services, Immigration and Settlement, Health Sciences, Human Resources, Communication or a combination of relevant education and work experience. 1-2 years of related experience. Ability to apply intersectional lens to deliver services. Effective communications skills, proficient English language skills - both oral and in writing; additional language is an asset Computer proficiency in MS Office suite of applications and quick adaptation to new databases. Excellent organizational and problem-solving skills. Understanding of settlement/immigration processes is an asset. Must possess a valid Ontario driver's license and have access to a vehicle.

This is an existing position, the wage is based on funding at \$31.75 per hour, 35 hours per week. Date of opening: **April 1, 2026 until approximately April 15, 2027. The position is based out of Pembroke, Ontario.**

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, please submit your application by selecting "apply link" on our website. **We look forward to receiving your application no later than Sunday, February 1, 2026.**

When submitting your application, please ensure your cover letter, résumé and any other related documents are submitted preferably as a PDF or Word (.pdf or .docx). The file name should include your name and the job posting number (example: Jane/John Doe PW2026-001).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

AI may be utilized throughout the selection and recruitment process.

Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.