

## INTERNAL & EXTERNAL JOB POSTING

### Manager, Refugee Resettlement

The Manager of Refugee Resettlement leads the development, implementation, management and evaluation of all programs and services within the Refugee Resettlement team, including private sponsorship of refugees, immigrant health, disability support, Client Support Services (CSS) case management, and life skills services.

As part of ISANS' leadership team, the Manager, Refugee Resettlement contributes to the overall strategic direction of the organization and implementation of the strategic plan.

Reporting to the Director, Programs: Settlement and Integration, this position will be responsible for:

#### Support for Refugee Resettlement Programs:

- Overseeing and having overall responsibility for development, implementation and management of all programs and services within the Refugee Resettlement team
- Ongoing development, monitoring and maintenance of ISANS' role as a Sponsorship Agreement Holder for the private sponsorship of refugees
- Ongoing monitoring of outcomes and evaluation of all programs and services within the team, redirecting as necessary
- Establishing procedures and processes to meet the objectives of team programs and services
- Monitoring, evaluating, and providing recommendations about human resource needs
- Providing leadership both inside and outside the organization with regard to the team's programs and services
- Building partnerships and supporting ongoing collaborations with associations, communities, and other service providers to further the objectives of the organization and the team
- Keeping up to date with theory, practice, current information, and policies as it relates to the work of the organization and of the team
- Serving as a trusted advisor to the senior leadership team as it relates to all settlement matters.

#### Proposals, Compliance, Reporting and Outcomes Tracking:

- Developing, reviewing, and ensuring the timely completion of formal proposals and reports
- Ensuring compliance with provisions required under relevant agreements and grants
- Ensuring both long and short-term plans and budgets are in place for the team's programs and services
- Ensuring the effective management of human and financial resources by setting and evaluating staff performance targets, promoting diversity and a healthy workplace, demonstrating leadership competencies, respecting all organizational People & Culture policies and practices, promoting teamwork, maintaining internal communication, and adhering to all financial/budgeting guidelines and policies

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

##### Education

- Undergraduate degree with a concentration in Social Work or related fields

##### Experience

- Minimum of 3 years' supervisory experience in the field providing a broad range of settlement related services, preferably in a large, complex organization – direct experience with refugee resettlement an asset

**An equivalent combination of education and experience may be accepted.**

##### Knowledge and Skills

- Knowledge of immigrant communities, community organizations and service providers that serve the immigrant population in Nova Scotia
- Knowledge of federal and provincial policies, programs and services important to immigrants
- Experience developing, implementing and evaluating inclusive and holistic programs and projects
- Experience with crisis intervention, risk assessments and serving vulnerable populations

- Experience building and maintaining partnerships and collaborations with settlement and community partners
- Demonstrate sound judgement on issues related to staff, clients and programs
- Demonstrated commitment to equity, diversity and inclusion
- Demonstrated commitment to empowerment and trauma-informed practices
- Commitment to working with shared leadership and in cross-functional teams
- Excellent team facilitation skills that contribute to a positive team environment
- Proven ability to work in a fast-paced and high-volume environment and to manage multiple projects
- Exceptional communication (written and oral) skills
- Experience in working in the not-for-profit sector is considered an asset

## **ISANS Core Competencies**

### **Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

### **Collaboration**

- Working collaboratively with others across the organization to achieve shared objectives

### **Continuous Learning**

- Continually seeking new knowledge and skills, as well as developing existing capabilities

### **Innovative Thinking**

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

### **Accountability**

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

### **Respect**

- Actively encouraging an environment of fairness, honesty and integrity for all

## **Terms of Employment**

- Fixed-term contract to March 31st, 2023, renewable pending funding confirmation
- Full-time, 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** ASAP

**Closing Date:** Friday, October 21, 2022- 4:00pm

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

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.

Only those eligible to work in Canada will be considered for this position.

**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.**