

Village of Chipman  
Newcomer Settlement Program  
Co-ordinator

Position Summary

The Co-ordinator will:

- Facilitate and promote the settlement of newcomers to the Grand Lake Region through the processing of various services including individualized assistance.
- Work with various community organizations including churches, Chipman Health Centre, schools, various community groups, provincial and federal agencies to promote a seamless transition for newcomers.
- Provide monthly updates and detailed action plans to the Newcomer Settlement Plan Committee, a subcommittee of the Village of Chipman Council.
- Provide registration and tracking of all new residents to the region.
- Co-ordinate community events.
- Counsel, advocate for and assist newcomers in dealing with relocations challenges (Medicare cards, employment and needed services).
- Assist newcomers when English language training is required.
- Host publicized events for newcomers.
- Liaise with appropriate multicultural associations to ensure best practises are being followed.
- Maintain a daily log of activities relating to the position.
- Assist in finding suitable accommodations for newcomers.
- Co-ordinate diversity training where necessary (schools, community)
- Have a minimum of Grade 12 (with college or university training a bonus).
- Will provide an enhanced Criminal Code check (since candidate will work with schools).
- Will have reliable transportation (reimbursement for approved travel).
- Will have time flexibility, since some activities may be on weekends or in the evenings (up to 40 hours).
- Experience in finance considered an asset.
- Salary range \$38,000 - \$45,000
- Start date January 8, 2018

Applications will be received until 12 noon on December 15, 2017 at the Village of Chipman Office, 10 Civic Court, Unit 1, Chipman, N.B. E4A 2H9, or by fax 506-339-6197 or email [chipmannb@gmail.com](mailto:chipmannb@gmail.com)

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Village of Chipman