

Refugee Settlement Co-ordinator (part-time)

To apply, please submit a letter of application outlining your interest in the position and your skills, capacities and experience to fill the position, a resume, and the name of two referees by **December 31, 2016** by email to doors@ontario.anglican.ca.

Diocese of Ontario Refugee Support (DOORS) is a committee within the Anglican Diocese of Ontario that focuses on the sponsorship of refugees as well as advocating for refugees. The Diocese has been a Sponsorship Agreement Holder (SAH) with Citizenship and Immigration Canada for more than 20 years.

The DOORS coordinator is a part-time paid contract position with a commitment of 400 hours yearly and a limited budget for communication and transportation. There is a possibility of shared office space as well as meeting space available at the Diocese office in Kingston. Travel within the Diocese of Ontario should be expected as well as attending the annual SAH conference. The initial contract is for six months with the possibility of renewal.

The DOORS co-coordinator should have a passion for refugee sponsorship, a good understanding of global refugee and migration issues, knowledge of Canadian Citizenship and Immigration Policies, awareness of the role and responsibilities of a Sponsorship Agreement Holder. Familiarity with the Anglican Church of Canada and the Diocese of Ontario is an asset.

The DOORS coordinator must be welcoming, organized, possess excellent written and verbal communication skills, be committed to working with various constituent groups, networking within the communities, and become knowledgeable about community resources. Personal experience working within vulnerable and marginalized populations and experience with either refugee sponsorship or living outside of North America is valuable.

The DOORS coordinator is responsible to the Bishop of the Diocese of Ontario through the Diocesan Executive Officer and works with a volunteer DOORS committee, generally meeting monthly, to assist the coordinator and for information sharing and problem solving. The coordinator may provide optional voluntary hours directly assisting sponsored individuals in day to day support.

RESPONSIBILITIES

- 1. To provide leadership for the Diocese of Ontario as a Sponsorship Agreement Holder, ensuring constituent group eligibility with CIC guidelines and ongoing accountability; to mitigate risk for the Diocese and ensure high standards of sponsorship.**
- 2. To be the primary contact with the federal government (PSR) regarding all aspects of the official refugee sponsorship files, including notice of arrival.**

- 3. To encourage, advise and mentor constituent groups, assist with their sponsorship selection and application, and facilitate educational resources to ensure compliance with vulnerable sector training, cultural sensitivity and refugee resettlement expectations and issues.**
- 4. To build capacity within DOORS by networking nationally with government officers, settlement workers and other SAH coordinators.**
- 5. To provide outreach and publicity for refugee settlement within the Diocese of Ontario community, engaging congregations and potential constituent groups in both national advocacy and local support to promote continued refugee settlement.**
- 6. To advocate locally with various service providers (dentists, landlords, etc) charities (Rotary) and community support services via a vast personal network.**

As an organization, the Anglican Diocese of Ontario is committed to providing an environment of equal treatment with respect and consistent with the protected grounds established under the *Ontario Human Rights Code*. The Diocese of Ontario has adopted this policy to ensure that our employees and contractors are provided with meaningful work that is ethical and fair, and is in compliance with all applicable employment, and human rights legislation.

The Diocese is strongly committed to providing a safe environment for all. Consistent with our Screening in Faith Policy and Practice, within thirty (30) days of beginning employment any contractor or employee must provide to the Diocese a Canadian police records check, indicating that there are no criminal convictions which would interfere with the performance of the role.