

# SALMA ISMAIL

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## OBJECTIVE

To leverage my expertise working with youth by obtaining a position as a Youth Social Worker- Youth Small Grants Program, where I can contribute to the program's expansion and enhance my skills in supporting youth.

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## EDUCATION

**The University of British Columbia- Bachelor of Arts**      Sep 2018- Expected Completion: Apr 2023

- Major in Sociology\ Minor in Law and Society
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## WORK EXPERIENCE

**Youth Settlement Counsellor (Full-time)**      Jun 2021- Current  
**South Vancouver Neighborhood House, Vancouver, BC**

- Plans and facilitates youth mentorship volunteer roles and community programs & provides social-emotional engagement support for over 100 newcomer youth clients yearly.
- Assists clients in determining appropriate programs by conducting intake interviews to identify their needs and barriers.
- Applies for grants to enhance existing settlement youth programs and promote community inclusion
- Evaluates and keep records of client profiles and key statistics in coordination with the government-required iCare database system, including intake forms, narrative, and statistical reports
- Collaborates with local schools, government departments, and other stakeholders working with immigrant youth communities to provide youth advocacy

**Newcomer Youth Programmer (Part-time)**      Oct 2020- Jun 2021  
**South Vancouver Neighborhood House, Vancouver, BC**

- Developed and facilitated a successful in-person food program, including creating recipes and a program curriculum for newcomer youth to promote healthy eating and foster independence and a sense of belonging in a safe environment.
- Purchased equipment and ingredients weekly as needed and according to the program budget
- Monitored and reported expenditures, forecasted weekly program costs and balanced the yearly budget

**Branch Administrator (Part-time)**      Nov 2019 - June 2021  
**Al-Otrojah School, Vancouver, BC**

- Provided in-person and over-the-telephone support to assist over 50 students in registering for their respective courses
- Trusted to manage and process student fees and transfers all payments to the accounting administrator on a monthly basis with 100% accuracy.
- Updates and organizes student information using MS Excel for easy access to the school database.

**Case Worker (Casual)**

Jul 2019 – Jan 2021

**Muslim Food Bank ASPIRE, Surrey, BC**

- Worked one-on-one with vulnerable immigrants, refugees and refugee claimants by providing them with medical and social assistance referrals.
  - Assisted with completing job and post-secondary applications and preparing clients for job interviews.
  - Explained to clients' medical care options and how to apply for Pharmacare and other resources such as disability assistance and Handy DART.
  - Maintained regular contact with clients and organizes client paperwork and confidential documents.
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**AWARDS & SCHOLARSHIPS****Vancouver South Federal Liberal Award for Leadership**

Jun 2018

**David Thompson Secondary School, Vancouver, BC**

- Dedication to equality and social justice in the school community.

**William Hyndman Scholarship Award**

Jun 2018

**David Thompson Secondary School, Vancouver, BC**

- Dedication to hard work in pursuit of Academic excellence.
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**CERTIFICATIONS****Mental Health First Aid**

Feb 2021

- Obtained mental health first aid certification from Mental Health Commission of Canada

**Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans**

Dec 2020

- Obtained certificate in Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans Course on Research Ethics

**FOOD SAFE level 1**

Aug 2020

**REFERENCES**

Available on request