



LEAMINGTON RESETTLEMENT ASSISTANCE PROGRAM

PROVIDING LANGUAGE SUPPORT WITH THE FOLLOWING:

- Interpreting letters for clients using WhatsApp.
- Contacting Ontario Works to follow up for the clients' requests and needs and assisting with phone call interviews.
- Contacting the Windsor-Essex Community Health Centre, Specialists, Walk-in Clinics, Dental offices, Medical Imaging Clinics and Pharmacies for clients' medical needs and providing interpretation services using the 3 way call when needed.

PROVIDING SUPPORT IN COMPLETING THE FOLLOWING APPLICATIONS:

- Completing the Ontario Support for parents online.
- Completing EI applications and EI report online.
- Completing the plate number sticker renewal online.
- Completing 4 in 1 application for birth registration, certificate, CCTB and SIN.
- Completing OESP renewal application online.
- Completing Ontario Works application online.
- Assisting with finalizing the IRCC RAP client report and sent to the RAP officer by email.
- Assisting with finalizing Ontario Works income support report and provide it to the caseworker by email.
- Assisting with creating IRCC online account for paying application fees.
- Assisting with completing ODSP application.
- Assisting with completing ODSP – Internal Review Request and directing the client on how and where to submit the completed requests.

PROVIDING INFORMATION TO CLIENTS:

- Registration for My Service Canada account.
- Creating online banking account and how to pay bills.
- Applying for Ontario Works and submitting the required documents.
- Citizenship application requirements.
- Permanent Resident Card Renewal application and eligibility.