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**CATHOLIC CENTRE FOR IMMIGRANTS  
CENTRE CATHOLIQUE POUR IMMIGRANTS**

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**Job Title: Night and Weekend Staff**

**This position reports to:** Manager.  
**Starting Date:** December, 2018  
**Employment status:** 4 part-time permanent positions  
**Salary Rate:** \$17.66/hr.

**About CCI**

The Catholic Centre for Immigrants (CCI) Ottawa assists newcomers in realizing their full potential in Canadian society. The Catholic Centre for Immigrants promotes and facilitates the reception of newcomers to Canada, and sensitizes the community to address newcomers' needs and invites it to respond.

**Position Summary**

The ideal candidate will understand and support CCI's mission and possess experience in the resettlement and integration of newcomers to Canada. The position requires strong communications and interpersonal skills and exceptional cultural competency.

We are looking for a self-starter with initiative who enjoys working in a fast-paced environment.

**Main Responsibilities:**

- Ensure the security, safety and well-being of residents residing at **Reception House and/or Welcome House**.
- Welcome and make preparations for new arrivals (expected or unexpected).
- Provide basic orientation to new residents as appropriate.
- Assist residents (making phone calls, emergencies, etc.)
- Ensure all residents, visitors and volunteers respect the rules of the premises.
- Answer telephone calls / take messages, answer questions, and provide information during non-business hours
- Keep the premises in clean and orderly condition.
- Prepare residents for moving out.
- Write reports of daily activities and irregularities, such as property damage or unusual occurrences.
- Other duties as assigned

**Qualifications:**

- High school diploma or its equivalent and experience in the field or in the related area
- Be able to work alone and shift work.
- Fluency in oral and written English. French and other languages are an asset
- Must have a CPR and First-Aid certification
- A Clear Police Reference check for Vulnerable Sector
- Excellent organizational skills and the ability to set priorities and meet deadlines.
- Excellent interpersonal and conflict resolution skills.
- Ability to perform duties independently or with minimal supervision.
- Ability to function in a multidisciplinary, culturally diverse workplace.

**To apply:** Please forward your Resume and Cover letter to the email address below to the attention of the Hiring Committee by **October 26<sup>th</sup>, 2018 at 5p.m.**

**Please quote the job title in the Subject line of your email**

**E-mail: [jobs@cciottawa.ca](mailto:jobs@cciottawa.ca)**