



**CCI  
OTTAWA**

## Community & Employment Connections Worker

Internal/External posting

### About Us

The Catholic Centre for Immigrants has been serving all refugees and immigrants for 65 years. We provide programs and services to approximately 4,500 newcomers every year. The mission is to help all newcomers realize their full potential in Canada and to build a more welcoming community. We help newcomers with housing, transportation, education, health, language, making connections in their new community and more. We provide services in person and online. Please visit [cciottawa.ca](http://cciottawa.ca) for a full overview of our work.

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### Job Summary

Under the direction of the Program Manager, the Community & Employment Connections Worker will establish and support community connections between newcomers and the community-at-large. They also give information and advice to newcomers about employment searches, career planning and employment issues.

**This position reports to:** Program Manager

**Employment Status:** Full-time, term to March 31, 2020 with possibility of extension

**Hourly rate:** \$25.75 - \$28.96

**Deadline date:** November 24, 2019

**Open to:** Internal/External candidates

**Location:** 219 Argyle Avenue

### Responsibilities

- Organize and participate in events that promote social interaction between newcomers and members of the established community.
- Develop and implement learning opportunities for program participants.
- Interview clients about their employment history, educational background and career goals.
- Assist clients with basic job search strategies, writing resumes and preparing for job interviews.
- Refer clients to appropriate services within CCI or the community in relation to specific settlement or employment needs.
- Provide clients with information about achieving their career goals.
- Provide local labour market information about job opportunities, skill requirements and application processes.
- Develop and implement strategies for recruitment and support of program volunteers.
- Initiate, support, follow-up and evaluate program activities.
- Develop and provide basic workshops and information sessions on relevant topics.

- Identify, establish, and maintain positive working relationships with relevant community stakeholders and raise awareness of newcomers' community and employment needs.
- Work collaboratively with volunteers and staff to ensure efficient and effective services at CCI.
- Maintain accurate service records and program documentation.
- Other duties assigned by manager

### **Qualifications (Education/Experience)**

- Fluency in **English and French is required.**
  - Post-secondary education in a related field, or an equivalent combination of education and experience.
  - Experience providing employment-related services to internationally trained professionals or individuals experiencing career changes.
  - Experience facilitating groups and workshops.
  - Experience assessing client needs to provide appropriate community referrals.
  - Understanding of basic human resources practices including resume development, interview techniques and job searches.
  - Familiarity with social services in Ottawa.
  - Familiarity with current labour market trends and employment opportunities.
  - Excellent interpersonal skills, including negotiation, mediation and conflict resolution skills.
  - Proficiency with Microsoft Office applications.
  - Ability to work in a multidisciplinary, culturally diverse team.
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All internal applicants must inform their supervisor of their intention to apply for the position.

Cover letter and resume must be submitted no later than **November 24, 2019**. Applications will only be accepted through Charity Village at <https://bit.ly/31oeRYH>. Only candidates selected for an interview will be contacted.

The Catholic Centre for Immigrants (CCI) is committed to being an equal opportunity employer. Please advise in advance if you require any accommodation during the application or selection process.

CCI is committed to employment equity and encourages candidates to self-identify as visible minorities; people from culturally diverse backgrounds; people of all gender identities and sexual orientations; Indigenous peoples; and person with disabilities.