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

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## **Job Posting: Settlement Counsellor**

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, excellent organizational abilities and exceptional cultural competency. We are looking for a self-starter with initiative who enjoys working in a fast-paced environment.

**This position reports to:** The Manager of Settlement

**Starting Date:** As soon as possible

**Employment status:** Contract for 35 hours /week

**Salary Range:** \$25.23/hr

### Main Responsibilities:

- Connect clients with specific settlement needs to existing resources in the community.
- Provide information, orientation, referrals to clients through one-on one and group sessions
- Interpret and translate for clients to access services and meet immediate settlement needs.
- Prepare clients to actively access main stream networks, and navigate the Canadian system
- Coordinate the provision of services through case management, needs assessment, Settlement action plans and advocacy
- Provide reports and document services as requested as requested by the program manager.
- Outreach to clients and service providers
- Participate in meetings and activities that promote understanding of newcomers.

### Key Qualifications:

- Post-secondary education in a Social Services field, or an equivalent combination of education and experience.
- Knowledge of services and resources available to assist newcomers to Canada.
- Fluency in oral and written English and Farsi is **REQUIRED**. Fluency in French and other languages is a strong asset.
- Familiarity with Settlement Department processes is a strong asset
- Demonstrated sensitivity to other cultures and ability to outreach to newcomer communities.
- Ability to facilitate group sessions.
- Excellent organizational skills and the ability to set priorities and meet deadlines.
- Excellent interpersonal and conflict resolution skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform duties independently or with minimal supervision.
- Ability to function in a multidisciplinary, culturally diverse workplace.
- Proficiency with computer applications including Microsoft Office Suite.

**Please apply through [Charity Village](#) by 12:00 noon on Monday October 1, 2018.  
Please note, only those selected for an interview will be contacted.**

CCI is committed to providing a barrier-free workplace and promoting respect for all people.

CCI will make every reasonable effort short of undue hardship to create a workplace environment that is as free from barriers as possible.

CCI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.