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

Job Posting: Settlement Intake Support

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: \$21.00/hr

Main Responsibilities:

- Data entry for settlement clients from all referral sources.
- Post-interview intake reports for all Settlement Service clients.
- Organize and maintain an extensive filing system
- Gather and format all information needed to produce program reports.
- Administrative support for the Settlement Services Team.
- Compile statistics and records as required.
- Liaise with other departments to ensure best service for clients
- Support the involvement of volunteers in the settlement department.
- Work in collaboration with all staff members and volunteers.

Key Qualifications:

- Post-secondary education in a Human Services field, or an equivalent combination of education and experience.
- Cross-cultural competence and ability to outreach to newcomer communities.
- Understand the essential concepts relating to: settlement process, integration, adaptation and participation of newcomers. As well programs and community resources.
- Ability to facilitate workshops and group sessions.
- Excellent organizational skills and the ability to set priorities and meet deadlines.
- Ability to deal with confidential material and matters.
- Excellent interpersonal skills.
- Negotiation, mediation 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.
- Fluency in oral and written English is required. Fluency in French or other languages are assets.
- Extensive knowledge of MS Office Suite is an essential requirement

- Familiarity with professional office systems and procedures.

**Please apply through [Charity Village](#) by 12:00 noon on Monday October 1, 2018
Please note that 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.