



CATHOLIC CENTRE FOR IMMIGRANTS CENTRE CATHOLIQUE POUR IMMIGRANTS

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Job Description: Mentorship Program Volunteer			
Direct Supervisor:	Tabitha Sabiti	Department/Program:	CEC
Volunteer Facilitator:	Bryn Johnson	Last Updated:	September 8, 2020

ORGANIZATION MISSION

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

POSITION SUMMARY

Mentorship Program Volunteers provide guidance and support to newcomers specifically in the areas of career development and post-secondary education. Volunteers will play a key role in helping newcomers successfully integrate; grow their networks; navigate and increase their understanding of the Canadian context; and, overcome unique challenges they may face in achieving their goals in their new community.

TASKS

- Interact directly with newcomers using tools for virtual communications, including both one-on-one meetings and group activities.
- Help guide newcomers along their career development path by sharing knowledge, experiences and connecting newcomers with valuable employment/education networks.
- Provide post-secondary educational support by providing newcomers with resources and tools.
- Provide a valuable link to the local community and Canadian context
- Connect refugees and immigrants to community resources, improving access to recreational opportunities, social networks and employment and education support for newcomers.
- Share knowledge and experiences of Ottawa to support integration and help build a more welcoming community.
- Mentors will provide support based on the unique needs of the newcomer and the skills and experiences that the mentor brings.

SKILLS & QUALIFICATIONS

Volunteers should possess the following:

- Patience, open-mindedness and cultural awareness/sensitivity;
- Reliable access to a smart phone and/or computer with internet connection for virtual communications;
- Familiarity with Canadian systems and culture and an interest in learning about other cultures;
- Established community member with strong understanding of how to access various resources and services in Ottawa (such as employment and educational support);
- Mentors should have a strong understanding and be comfortable sharing information with newcomers about topics such as: Canadian workplace culture and trends; local job markets;

education requirements and opportunities relating to employment; professional networks; skills-development; and, Canadian and local culture in general.

SETTING

Positions will require volunteers to work remotely and use technology to communicate virtually. Volunteers may have the opportunity to transition to in-person meetings with newcomers in the future, dependent on Ottawa Public Health protocols.

*All duties can/should be completed to comply with COVID-19 protocols from Ottawa Public Health.

SCHEDULE

Due to the nature of the Mentorship Program and the relationships that are developed, volunteers must be able to make an appropriate long-term commitment. Mentors are requested to support the program for a minimum period of 6 months and are expected to commit 1 hour each week to connect/communicate with their newcomer mentee 1-to-1; and an additional 1 hour each month to participate in a group workshop.

If volunteers are unable to fulfill their duties at any given time, they must communicate with their Direct Supervisor as soon as possible. Volunteers that are unable to commit to a long-term, consistent schedule may be referred to similar programs/services that do not require a regular commitment.

VOLUNTEER RESPONSIBILITIES

Volunteers should complete CCI's Volunteer Application process online, including submission of an application form; reference checks, and; a completed Police Record Check, Level 3 (Vulnerable Sector) (when applicable); and, review and acknowledge associated Policy Guidelines for CCI Volunteers as part of orientation.

Volunteers may be asked to participate in role-specific training with the Direct Supervisor as part of their onboarding process. Direct Supervisors will be available to support programs and provide volunteers with direction and feedback as required.

BENEFITS

By volunteering in this role, volunteers should achieve:

- Results-based satisfaction from welcoming newcomers to the community and developing new relationships, as well as having a direct, positive impact on the lives on people in need of support;
- Enhanced experience working with culturally and ethnically diverse populations and learning about another culture, as well as valuable experience with Mentorship;
- A better understanding of the challenges faced by refugees and immigrants starting life over in a new country, specifically related to employment and education;
- Expanded networks in Ottawa by working closely with newcomers and making connections with valuable professional networks and potential colleagues;
- Satisfaction of helping make Ottawa a more welcoming community, while helping others achieve their goals and dreams.