



CATHOLIC CENTRE FOR IMMIGRANTS CENTRE CATHOLIQUE POUR IMMIGRANTS

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Job Description: Network Connections Volunteer			
Direct Supervisor:	Anneke van Nooten	Department/Program:	CEC
Volunteer Facilitator:	Bryn Johnson	Last Updated:	June 19, 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

Network Connections Volunteers share networks, knowledge and experiences with newcomers to help them learn about their community. Volunteers will connect newcomers to employment, education or social networks while sharing their experiences and knowledge of Canadian traditions, customs and culture.

TASKS

- Offer support, guidance and share professional experience with newcomers through virtual/online meetings.
- Engage with newcomers to determine connections in the community that can benefit them and take direction from newcomers (with guidance from CCI Staff) requesting specific connections in the community.
- Introduce newcomers directly to employment, education or social networks that can potentially help them achieve their goals and establish connections in the community.
- Share knowledge of Canadian (and local community) customs, traditions, norms and culture to support successful integration and help newcomers achieve their goals.
- Provide additional, ongoing support and mentorship to newcomers as needed.

SKILLS & QUALIFICATIONS

Volunteers should possess the following:

- High degrees of cultural awareness and sensitivity;
- Well-established in the Ottawa community, including established networks/connections that they are willing and able to share with newcomers;
- Solid understanding of employment, education and other trends or resources relevant to newcomers;
- Reliability, patience and open-mindedness.

SETTING

Positions will require volunteers to work remotely and use various forms of technology, including web-based communication platforms. Volunteers may have the opportunity to transition to in-person interactions with newcomers, dependent on Ottawa Public Health protocols.

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

SCHEDULE

Volunteers are requested to support the program on a consistent basis at a pre-determined time communicated through their Direct Supervisor.

- *Network Connections Volunteers offer a minimum of two short-term (1-hour) sessions with newcomers to provide professional knowledge/experience and make suggested connections to community networks.*
- *Upon request, and dependent on the needs of the client, volunteers may be requested to continue with follow-up sessions on a monthly basis.*

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 consistent schedule may be referred to similar programs/services that do not require a regular commitment. We also ask (but may not require) that volunteers commit to supporting the program for a minimum of 3 months.

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, reviewing 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:

- Enhanced experience working with culturally and ethnically diverse populations;
- Improved connections in community, especially cross-cultural connections;
- Results-based satisfaction from directly supporting newcomers.