

JobStart, a nonprofit agency serving the GTA since 1980, provides a range of employment, mentoring, training and settlement services to a diverse group of job seekers including adults, internationally trained professionals, newcomers to Canada, persons with disabilities, women, seniors, students and youth at three locations in Toronto. We also provide a range of recruitment services for employers. Our Mission: *JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth programs and services.*

Job Title: **Settlement Counsellor – Newcomer Community Integration Program**
Bargaining Unit Position – 25 hours per week; Temporary Position (April 1, 2018 – March 31, 2021)

Supervisor: Manager, Programs and Services **Location:** 41 Chauncey Avenue, 219 Dufferin St.

Purpose of the Job: To provide enhancement to our newcomer settlement services, specifically to address barriers experienced by newcomer/refugee women, and facilitate improved access and connections to supports and opportunities, while fostering social and economic integration. One on one and group support include orientation, workshops, counselling/coaching, employment and mentoring support, peer support group, as well as information and referrals to appropriate services. Working in collaboration with our Newcomer Settlement Program and other internal and external partners, coordinate service delivery between settlement, employment, and other women's services.

Key Responsibilities:

- Create access and connections to a continuum of services and supports that are tailored to be effective in facilitating social and economic integration of newcomers specifically immigrant and refugee women
- Work in collaboration with Newcomer Settlement Program(NSP), to coordinate settlement support
- Liaise closely with other JobStart programs, to provide wrap around support including job search, work experience placements , employment and professional mentoring support
- Outreach and market program to target group , conduct culturally sensitive support including intake and assessment, development of solution focused smart action plans, group workshops, one on one coaching/counselling, ensuring settlement and employment success
- Lead the formation and implementation of an Advisory Committee and ensure newcomer and refugee women are involved in program planning and decision making through participation in the committee
- Identify and invite appropriate guest speakers, other community resources to support clients
- Form and facilitate a peer support group focusing on various topics of interest for each session
- Recruit and match mentors with clients, specifically with refugee women to provide coaching and support to access social, recreational resources and labour market networks
- Support knowledge and skills building through appropriate training and referrals i.e. financial literacy
- Develop service delivery model including outreach/work plan, delivery and tracking tools
- Ensure all information is collected and recorded as per agency, funder requirements; compile statistics and generate reports as needed
- On-going case management, follow up, contribute to program evaluation and modifications as required
- Follow all agency Health and Safety Policies and procedures

Qualifications:

- Degree or Diploma in Settlement work, Social services, Career counselling or related program
- Demonstrated 2+ years' experience in social service delivery/settlement services
- Extensive knowledge of issues immigrant and refugee women face, all facets of personal barriers, job search and career development, labour market trends and resources
- Strong organizational skills, able to take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets
- Demonstrated facilitation and presentation skills with proven track record in leading community groups to achieve service outcomes and handling large case loads
- Sales, recruitment, marketing skills and experience in working with mentoring programs an asset
- Advanced skills utilizing all Microsoft Office Applications including Outlook, Power Point and Excel, and databases
- Excellent English communication skills, written and verbal; strong facilitation/presentation skills
- Ability to speak other languages such as Arabic, Russian, Urdu, Punjabi, Tagalog, Spanish an asset
- Certification in Crisis Intervention, Common Assessment tools, I & R training an asset

- A well-organized team player who is able to take initiative, manage change/transitions with the ability to prioritize and multi-task to meet deadlines and targets
- Valid driver's license and access to a vehicle as extensive travel is required within the GTA

Hours of Work: 25 hours per week (evening and weekend hours maybe required)
Approximate Start Date: June 11, 2018
Salary: \$52,025 per annum (pro-rated)
Closing Date: June 1, 2018
Send Letter of Yasmeen Tian, Manager, Programs and Services
Interest and Resume to: Fax: 416-253-2700 or Email: CEFRResume@jobstartworks.org
(NO PHONE CALLS PLEASE)

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required

JobStart welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JobStart strives to represent the diversity of the community in our hiring practices.

Only those who meet the qualifications above will be considered for this position and invited to an interview.