



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

- Position:** Mentorship Facilitator (Employment Counsellor)
- Term:** 28 hours per week, January 2021 – Indefinite
- Reports to:** Manager, Community Economic Development (CED)

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

As a member of the dynamic and growing Community Economic Development team, the incumbent facilitates mentoring to employment programs offering immigrants and refugees the opportunity to engage in a directed mentoring relationship with a mentor who will support them in their efforts to obtain employment in their chosen field.

Main Responsibilities:

- Conduct client intake and assessments; assess client's employment readiness, and define short/long term career goals
- Deliver client orientation sessions
- Identify mentor/mentee matches and conduct introduction sessions
- Provide ongoing support of mentor/mentee match
- Provide referrals to other programs/services as needed
- Coordinate program networking events and workshops
- Maintain mentor/mentee database for the purpose of detailed activity/outcome tracking
- Participate on internal committees and working groups as required
- Ensure high standards of service delivery within an anti-racism and anti-oppression policy framework
- Demonstrate a commitment to OCISO's culture of respect management approach and anti-racism/anti oppression policy within the work environment and in the community

Qualifications:

- University degree or college diploma in Human Resources, Career Coaching, or a related field
- 3+ years of experience in one or more of the following areas; employment supports, human resources, counselling, or labour market integration
- Knowledge of the labour market trends and challenges faced by newcomers to Canada
- Excellent organizational, coordination and presentation skills
- Strong verbal and written communication skills
- Effective interpersonal and cross cultural communication skills
- Proficiency with current computer applications including the MS Office Suite, internet based productivity tools and databases.
- Fluency in English essential, other languages desirable.
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Application Deadline: January 8, 2021 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Halimah Shaw, H.R. Administrator: hr@ociso.org

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.