



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Employment Counsellor/Job Developer - Refugee & Immigrants Supports to Employment (RAISE)

Term: Full Time - 35 hours/week, February 2023 – March 2023 (Possibility of Extension for up to 2 years)

Reports to: Manager, Community Economic Development

Location: 945 Wellington St. West

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 will support immigrant and refugee clients with low English/French language proficiency and work experience within the customer service, hospitality, service, trades and sales sectors to secure and maintain employment. Working in partnership with employers (EmployMENTors), clients will be offered employment, retention, and workplace language training supports.

Main Responsibilities:

- Working closely with the Manager and the Program Facilitator, maintains program data-entry (MS Access and MS Excel), reports, work-flow, iCARE data, resources for clients and EmployMENTORS etc.
- Conduct client intake; assess client's employment readiness, and support clients pre and post-employment
- Provides one on one employment enhancing coaching and professional career counseling
- Develop and deliver pre-employment workshops for clients on Job Readiness, Employment Essentials, Canadian Cultural Workplace, Workplace Rights, Health and Safety etc.
- Establish partnerships with Ottawa employers (EmployMENTORS)
- Develop outreach plan and actively promote program within the community
- Consult with employers on induction/retention specific to their organization and establish client employment maintenance and development plan

- Assist with the facilitation of client introductions to prospective employers
- Provide ongoing support to clients and employers during 3 month probation period
- Provides WES Gateway referral service to assist clients with credential assessment as needed
- 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, Marketing, or a related field.
- 3+ years of experience in the areas of employment supports/counselling, labour market integration for immigrants, and/or human resources and linguistics
- Proven experience in supporting immigrants/refugees to employment
- Excellent program coordination, organizational, 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
- Fluent in English – Arabic and/or French desirable, additional languages an asset.
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Salary & Benefits: \$49,978 - \$50,978 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline: Wednesday, February 15, 2023, until 5 PM (EST) and then until position is filled. Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_ECJD_letter or resume) before applying and send it to Halimah Shaw, Chief HR & Operations Officer: hr@ociso.org.

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, 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 people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Please note, after the hiring process is complete and before joining, OCISO requires successful candidates to provide proof of their COVID-19 vaccination document as a condition of employment, subject to an Ontario Human Rights Code exemption.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.