



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Settlement Counsellor

Term: Full-time, 35 hours, Present to March 31, 2024, & 31.5 hours April 1, 2024 to indefinite

Reports to: Manager – Settlement and Integration Program

Location: 959 Wellington St. W

About OCISO

OCISO supports immigrants and refugees 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

To facilitate and promote the settlement and integration of immigrants and refugees through provision of a wide range of vital services to immigrants which incorporates cultural considerations and migration experience. Sensitize the community regarding immigrant needs through cooperative and constructive working relationships and facilitate immigrant access and participation in Canadian civic engagement.

Main Responsibilities:

- Provide information, orientation and referrals to clients in order to facilitate their settlement and integration either on an individual basis or through group workshops
- Advocate on behalf of clients and facilitate client access to services and resources for settlement and integration needs
- Ensure high standards of cultural and linguistic service delivery within an anti-racism and anti-oppression policy network
- Facilitate problem solving in situations where services are limited or unavailable due to linguistic and cultural barriers
- Facilitate and promote the integration of immigrants through provision of a wide range of services which incorporates cultural considerations and migration experience
- Sensitize the community regarding immigrant and refugees issues through cooperative and constructive working relationships
- 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:

- Bachelor degree in social sciences or related discipline
- Three (3+) plus years related work experience
- Familiarity with issues related to the settlement and integration of immigrants and refugees
- In depth knowledge of community resources
- Highly developed verbal and written communication skills, with an ability to communicate with a broad range of stakeholders including community representatives
- Excellent facilitation, cross-cultural communication and problem solving skills
- Proven to demonstrate the ability to work effectively in a multi-disciplinary and multicultural team environment
- Excellent verbal and written knowledge of **English and Somali** is essential. **Arabic** or **French** is an asset
- Proficiency with current computer applications including the MS Office Suite, internet based productivity tools and databases

Salary & Benefits: \$49,394 - \$50,377 annually, based on a 35 hour work week (prorated for part-time). Comprehensive benefits plan including health, dental, RRSP plan, and generous leave entitlement.

Application Deadline: February 9, 2024 by 12:00 p.m. (EST). Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_SC_letter or resume) before applying and send it to the HR Department: recruitment@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 & Operations Administrator upon scheduling your interview.

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.