



EXTERNAL JOB POSTING

Position: Settlement Counsellor - **Intensive Case Management**

Job Type: Full time, (35 hours/week), August 2022– March 31, 2023

Reports to: The Manager, Settlement and Integration Services

Salary: **\$49,140** per annum plus a comprehensive benefits package including health, dental, and RRSP

Application deadline: **August 5, 2022**

About IWSO

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women.

IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

Position Summary

In consultation with the Manager of Settlement and Integration Services, organize and deliver settlement and intensive case management services to immigrant and racialized women facing a multiplicity of barriers to their successful settlement and integration.

Main Responsibilities

- Assess clients' needs and prepare action plans to address these needs.
- Provide responsive and culturally sensitive counseling interventions for clients presenting with issues arising from pre or post-migration experiences.
- Provide access to qualified and consistent psychosocial support.
- Provide information, and consultation either on an individual basis or through group workshops.
- Assist clients in finding the programs and services they need such as housing, legal help, financial assistance, health care, child care, transportation, etc.
- Advocate for clients and facilitate access to services.

- Facilitate workshops on newcomer orientation and resettlement issues.
- Organize and facilitate information sessions and other activities for newcomer women.
- Participate in external activities such as workshops and training sessions to enhance professional development.
- Prepare progress reports as required.
- Maintain up-to-date client information/files.
- Assist in the evaluation of the program.
- Attend staff meetings and external meetings as required.
- Contribute to the overall functioning of the agency and perform other duties as may be assigned.

Qualifications

- Bachelor's degree in a related field (e.g. Social Sciences, Psychology).
- Minimum 2 years of related work experience.
- Ability to work with newcomers and diverse communities and understand the settlement challenges faced by immigrant and racialized women.
- Comprehensive knowledge of community resources and an understanding of legal and welfare issues.
- Excellent group facilitation skills.
- Ability to work in a multi-disciplinary and multicultural team environment.
- Knowledge of computer applications and database software, Zoom, video conferencing Microsoft 365, and other work-related software.
- Excellent interpersonal, communication (spoken and written), and problem-solving skills.
- Excellent verbal and written communication in English.
- Excellent verbal and written Ukrainian will be a strong asset.
- Must be legally entitled to work in Canada.
- Must possess a valid Police Record Check for Vulnerable Sector.

APPLICATION PROCESS

Qualified candidates are invited to submit a cover letter and résumé by, August 5, 2022, 6:00 pm to:

Search Committee: Position Settlement Counsellor, Immigrant Women Services Ottawa;

Email: infomail@immigrantwomenservices.com

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to, candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.

The successful candidate will be required to provide proof of full vaccination against COVID-19 or provide proof of exception under the Ontario Human Rights Code.

