

# Employment Opportunity (Casual Position)

Punjabi Community Health Services - PCHS

|   |  |  |
|---|--|--|
| <b>Job Title:</b><br>Settlement Counsellor – Casual<br>Position<br><br><b>Job Posting # SC-CW-010/2017-18</b> | <b>Date Posted:</b><br>August 25, 2017   | <b>Report to:</b><br>Director of Operations<br><br><b>Position Type:</b><br>Casual |
|   | <b>Date Closed:</b><br>September 8, 2017 |  |

### **About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling needs of the diverse communities for the past 27 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has a number of research studies to its credit and is recognized as an innovative organization for community development and for its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada.

### **About Position:**

This Settlement Counsellor's position is funded by the Immigration, Refugees and Citizenship Canada (IRCC.) This position will facilitate the arrival of immigrants, provide protection to refugees, and offer programming to help newcomers settle in Canada. The ultimate outcome of the program is to help newcomers become fully engaged in all aspects of Canadian life – social, economic, political and cultural.

### **Qualifications:**

Education and Experience:

- Diploma or Degree in social work or related field
- 3 years of experience in settlement services preferred
- Understanding and knowledge of the needs of the diverse communities with emphasis on the Arabic speaking Community
- Knowledge of Immigration Contribution Agreement Reporting Environment (iCARE) is an asset
- Ability to organize and conduct group programs
- Experience in building networks and partnerships

Proficiency in Technology:

- Excellent working skills of MS Word, Excel, PowerPoint, internet and email
- Effective written and verbal communication skills as well as presentation skills
- Familiarity with Cloud technology and Share-Point is an asset

Interpersonal Skills:

- Effective communication skills with individuals at all levels of the organization
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Excellent written and verbal skills
- Ability to work independently, as well as in a team

# Employment Opportunity (Casual Position)

Punjabi Community Health Services - PCHS

|   |  |  |
|---|--|--|
| <b>Job Title:</b><br>Settlement Counsellor – Casual<br>Position<br><br><b>Job Posting # SC-CW-010/2017-18</b> | <b>Date Posted:</b><br>August 25, 2017   | <b>Report to:</b><br>Director of Operations<br><br><b>Position Type:</b><br>Casual |
|   | <b>Date Closed:</b><br>September 8, 2017 |  |

**Requirements:**

- A current police record check
- Valid driver's license, access to a vehicle with valid insurance
- Fluency in Punjabi, Hindi or Urdu is required
- Current CPR/ First-Aid certification

**Key Responsibilities:**

- Outreach and promotion of services to the target group
- Client needs assessment, goal setting and service planning
- One-on-one settlement assistance/counselling to individuals/families
- Orientation to living in Canada and resources available to support initial settlement needs
- Information about relevant services that meet the specific needs of the immigrants and refugees
- Referral to other community and government services including language training, employment and skills training, social, education and healthcare services
- Facilitation of service access through form filling, interpretation/translation and client advocacy
- Workshops, information sessions and group activities to provide settlement and orientation information
- Community development and other activities that facilitate community engagement and connection to social networks
- Service coordination with other service providers to meet the immigrants and refugees' needs and facilitate access to settlement, language training, employment and other community services.

**Hours:** On-call as per program needs  
(Some evenings and weekends work is required)

**Start date:** October 1, 2017 or earlier

**Please submit resume by September 8, 2017 to the Hiring Committee at:**

E-mail: [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)

**Please add Job Posting # SC-CW-010/2017-18 to the email subject line and cover letter**

*PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)*