

Employment Opportunity

Internal and External

Job Title: Settlement Counsellor Job Posting #SC-NSP-013/2017-18	Date Posted: October 23, 2017	Report to: Director of Settlement Services Position Type: Full Time
	Date Closed: November 6, 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 on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

About Position:

This Settlement Counsellor's position is funded by the Ministry of Citizenship, Immigration and International Trade. Services delivered under the Newcomer Settlement Program (NSP) will facilitate the social and economic integration of newcomers to Ontario. The ultimate outcome of the program is to help newcomers become fully engaged in all aspects of Canadian life – social, economic, political and cultural. The NSP prioritizes service delivery to underserved populations, particularly newcomers who are not eligible for federally funded settlement services. The position will support the delivery of settlement support services.

Qualifications:

Education and Experience:

- Degree or diploma in social work, social services or other related field
- 3 years of experience in settlement services preferred
- Understanding and knowledge of the marginalized/underserved communities with emphasis on newcomers
- Experience working with immigrant communities and refugee population
- Ability to conduct client intake and organize client documentation
- 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
- 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

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Requirements:

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

Responsibilities:

- Outreach and promotion of services to target group for NSP services
- Client needs assessment, goal setting and service planning
- One-on-one settlement assistance/counselling to individuals/families
- Orientation to living in Ontario and resources available to support initial settlement needs
- Information about relevant services that meet the specific needs of newcomers
- Referral to other community and government services including language training, employment and skills training, and 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 community needs and facilitate access to settlement, language training, employment and other community services
- Other related duties, as assigned

Hours: Full time, some evenings and weekends work is required.

Position to commence: December 1, 2017 or earlier

Please submit resume by November 6, 2017 to the Hiring Committee at:

e-mail: jasmin@pchs4u.com

Please add Job Posting #SC-NSP-013/2017-18 to the email subject line and cover letter

We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

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