

Employment Opportunity

<p>Job Title: Coordinator – Newcomer Connections Program</p>	<p>Date Posted: February 29, 2020</p>	<p>Report to: Manager – Newcomer Settlement Programs</p>
<p>Job posting# NCP-SP-018/2019-20</p>	<p>Date Closed: March 13, 2020</p>	<p>Position Type: Part-Time (18.75 Hours/Week)</p>

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling the needs of the diverse populations for 29 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 several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ sensitive organization.

About Position:

The Coordinator position is funded by Immigration, Refugees and Citizenship Canada (IRCC). The successful candidate will be responsible for recruiting, screening, training and matching trained volunteers with newcomers to Canada. Preferred volunteers will have first-hand experience of migration to Canada; understanding of various Canadian systems, norms and society. Volunteers will provide additional support to newcomers with day to day functioning and help them to effectively settle in the Canadian society. The Coordinator will work closely with the Settlement Counsellors, Crisis Support Workers and LINC staff to identify clients who require additional support and match those clients with trained volunteers. The position will continuously recruit and train those individuals who are passionate to support newcomers with their easy transition in the Canadian society.

Qualifications and Skills required:

- Diploma or Degree in social work or related field
- Experience working in the volunteer management sector
- Experience working in the settlement services preferred
- Understanding and knowledge of the needs of the newcomer population
- Ability to organize and conduct group programs
- Experience in building networks and partnerships
- Excellent working skills of MS Word, Excel, PowerPoint and internet
- Familiarity with Cloud technology and SharePoint is an asset
- Fluency in Hindi, Urdu, Punjabi or Arabic languages is preferred
- Effective interpersonal, communication and organizational skills to function effectively within a collaborative team environment
- Time management skills, multi-tasking skills and ability to prioritize tasks
- Effective written, verbal communication and presentation skills
- Ability to work independently with minimal supervision

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Requirements:

- Valid driver's license, regular access to a vehicle with valid insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification

Key Responsibilities:

- Inform, educate, recruit, select, train, support, and maintain a pool of volunteers to support the newcomers and refugee population
- Work with the Settlement Counsellors, Crisis Support Workers and LINC staff to match the clients with the appropriate volunteers. The Coordinator will connect "trained volunteers" with Settlement, Crisis Support and LINC clients, who would then provide additional support to the clients and help them integrate in the Canadian society
- Oversee and supervise the volunteers
- Conduct outreach activities and information sessions within internal PCHS programs, with external partners and stakeholders, through local media and various other community based avenues
- Promote a sense of volunteerism amongst newcomers and encourage them to support other clients who need help with settling into Canadian society
- Other related duties as assigned

Hours: Part-Time, 18.75 hours per week (some evenings and weekends work is required)

Position to commence: April 1, 2020

Please submit resume by March 13, 2020 to the Hiring Committee at:

E-mail: jasmin@pchs4u.com

Please add Job posting# NCP-SP-018/2019-20 to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. 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, 2SLGBTQ, 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