

Employment Opportunity

Punjabi Community Health Services

Job Title: Settlement Counsellor Job Posting# SC-SP-021/2020-21	Date Posted: January 6, 2021	Report to: Manager – Newcomer Settlement Programs Position Type: Full Time
	Date Closed: January 20, 2021	

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 30 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:

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 and Skills required:

- Degree or diploma in social work, social services or education in relevant field combined with experience
- Preferred 3 years of experience in settlement services
- Understanding and knowledge of the needs of newcomers from diverse communities
- Knowledge of Immigration Contribution Agreement Reporting Environment (iCARE) is an asset
- Ability to organize and conduct group programs
- Experience in building networks and partnerships
- Excellent computer skills with advanced proficiency in Microsoft Office
- Highly organized with strong documentation skills and attention to detail with the appropriate handling of confidential and sensitive information
- Exceptional project and time management skills, including planning, prioritization, and follow up
- Demonstrate verbal and written communication skills and the ability to communicate information to a variety of stakeholders effectively
- Familiarity with Cloud technology and Share-Point is an asset
- Fluency in second language will be an asset
- Ability to work independently, as well as in a team

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Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and 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 newcomers
- 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 community needs and facilitate access to settlement, language training, employment and other community
- Other related duties as assigned

Hours: Full Time, 37.5 hours
(Some evenings and weekends work is required)

Position to commence: February 1, 2021

Please submit resume by January 20, 2021 to the Hiring Committee at: hr@pchs4u.com

Please add **Job Posting # SC-SP-021/2020-21** 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, LGBTQ, 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