

Employment Opportunity

Punjabi Community Health Services

Job Title: Settlement Counsellor (Punjabi Speaking) Job Posting #SC-SP-043/2022-23	Date Posted: March 10, 2023	Report to: Manager - Newcomer Settlement Programs Position Type: Full Time (Language specific)
	Date Closed: March 20, 2023	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 32 years by providing services in 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. PCHS is a 2SLGBTQ sensitive organization.

About Position:

We are seeking a full time Settlement Counsellor that is language specific (Punjabi language). The Settlement Counsellor’s position is funded by 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, human services or other related field.
- Preferred 3 years of experience in settlement services
- Understanding and knowledge of the needs of newcomers from diverse communities
- The ability to work with clients of diverse cultural and social backgrounds is necessary
- Knowledge of Immigration Contribution Agreement Reporting Environment (iCARE) is an asset
- Ability to organize and conduct group programs
- Experience in building networks and partnerships
- Ability to work collaboratively and in partnership with a multidisciplinary team and other agencies in the community
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Strong interpersonal skills, be able to work independently and within a team
- Ability to communicate effectively (written and verbal), including presentation skills
- Excellent working skills in MS Word, Excel, PowerPoint, internet and email
- Familiarity with Cloud technology and SharePoint will be an asset

Punjabi Community Health Services

Requirements:

- Fluency in Punjabi language
- 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
- Vaccines (COVID-19 and others) are a job requirement unless you have an exemption on a medical ground under the Ontario Human Rights Code.

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

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 37.5 hours per week
(Evenings and weekends work is required)

Position to commence: March 2023 or earlier

Please submit your resume by March 20, 2023 to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting #SC-SP-043/2022-23** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, 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 comply 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 hr@pchs4u.com