



DIXIE BLOOR
Neighbourhood Centre



JOB POSTING

POSITION : Settlement Counsellor – Specializing in Youth
REPORTS TO : Program Manager
WORK HOURS : 31 hours per week
RATE OF PAY : \$26-28 per hour

Dixie Bloor Neighbourhood Centre is an accredited, non-profit organization providing support services to residents of Mississauga East including immigrant settlement, employment, parenting, youth, seniors, community dispute resolution and volunteer opportunities.

Job Summary:

The Settlement Counsellor provides access counselling, settlement services and integration support to newcomers to Canada particularly youth.

Duties and Responsibilities:

- Provide information, access counselling and referrals on services such as health care, housing, employment, training and education, legal aid, finance, social services.
- Facilitation of service access through form filling, interpretation/translation and client advocacy.
- Assist clients in understanding and integrating into Canadian society, practices and procedures, institutions, laws, etc.
- Act as a liaison between clients, government departments and cultural/community groups.
- Plan and facilitate educational workshops on settlement issues.
- Document needs and gaps in services for youth newcomers.
- Utilize word processing and the Internet to translate client documents and assist with resume preparation and job searching tools.
- Interpret for youth to access services where language is a barrier.
- Collect statistics; submit monthly reports and inputs client data into ICARE data base.
- Service coordination with other departments to meet client needs and facilitate access to language training, employment and other services

Qualifications:

- Fluent in English and another language is an asset
- Excellent written, verbal and presentation skills.
- Post-secondary education in social work, human services, sociology or psychology.
- 1-2 years experience assisting newcomers with settlement issues.
- Extensive knowledge of the immigration system and services available to newcomers to Canada.
- Current knowledge of legislation, policies and practices affecting newcomers.
- Knowledge of group process and facilitation techniques.
- Comfortable communicating with representatives from all segments of the community, government and human services.
- Good organizational skills, ability to multitask and ensure a high level of accuracy in data collection.
- Self-motivated, creative, and energetic; ability to work as part of an effective team with other program staff, committee members, community members and other community professionals.
- Strong computer skills in Windows, MS Word, Email and the Internet.

Submit your resume and cover letter quoting **reference no. 018-027** by **October 26, 2018**

Dixie Bloor Neighborhood Centre,
3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9
Email: recruiting@dixiebloor.ca

We thank all those who apply, but only those selected for an interview will be contacted.

Dixie Bloor Neighbourhood Centre is an equal opportunity employer.

Accommodation will be provided if requested

