
**CATHOLIC IMMIGRATION CENTRE
CENTRE CATHOLIQUE POUR IMMIGRANTS**

Job Posting: Community Integration Support Counsellor (Full - Time)

The ideal candidate will understand and support C.I.C.'s mission and possess experience in the resettlement and integration of newcomers to Canada. The position requires strong communication and interpersonal skills, excellent organizational abilities and exceptional cultural competency.

We are looking for a self-starter with initiative who enjoys working in a fast-paced environment.

This position reports to: The Program Coordinator at the Reception House
Starting Date: As Soon As Possible.
Employment status: Contract to March 31, 2010.
Annual salary: \$42,624.00

Main Duties and Responsibilities:

- Assess initial needs of Government Assisted Refugees (GAR).
- Give information and general orientation to assist the client with issues of everyday living.
- Provide links between GARS and existing resources in the community.
- Organize & facilitate educational activities to orient GARs to their new community, the Canadian culture and social norms.
- Assist GARs with legal services, health care, completion of essential documents, employment, Immigration/ RAP issues, training program and other issues as required.
- Provide interpretation and accompany GARs to facilitate access to services.
- Develop/ coordinate services and activities for GAR youth.
- Coordinate the provision of services through case management.
- Community out- reach.
- Participate in meetings and activities that promote understanding of newcomers.

Key Qualifications:

- Undergraduate degree with 2 years experience in a social service setting or an equivalent combination of education and experience.
- Fluency in oral and written English is required. Fluency in French is a strong asset.
- Demonstrated sensitivity to other cultures and ability to outreach to newcomer communities.
- Ability to facilitate workshops and group sessions.
- Excellent organizational skills and the ability to set priorities and meet deadlines.
- Ability to deal with confidential material and matters.
- Excellent interpersonal and conflict resolution skills.
- Ability to communicate effectively both verbally and in writing
- Ability to function in a multidisciplinary, culturally diverse workplace.
- Proficiency with computer applications including Windows XP and Microsoft Office.
- Additional language skills are an asset.

Please submit your curriculum vitae with a covering letter to **Hiring Team CIS Support.**

Mailing Address: 219 Argyle Ave, 5th floor. Ottawa, ON. K2P 2H4

E-mail : Jobs@cic.ca

Deadline for applications is October 7th, 2009 at 3:00pm