

INTERNAL AND EXTERNAL JOB POSTING

Settlement Counsellor

Short-term contract to end March 2022

ISANS is seeking a part-time **Settlement Counsellor** responsible for providing settlement services to refugees and other eligible clients and implementing a case management approach for Resettlement Assistance Program (RAP) clients until they receive the Canadian citizenship. Reporting to the Supervisor and the Manager, Family, Children and Specialized Settlement Services, this position is responsible for:

Provide settlement support to eligible clients by:

- Providing holistic information, advocacy and solution focused para counselling to clients based on their strengths and needs.
- Providing referrals to appropriate internal or external resources.
- Providing comprehensive settlement needs assessment completed through home visits and meetings, along with development of settlement plan for each client based on identified needs and barriers
- Developing customized case management plan for families with complex issues reflecting immediate, short and long term needs
- Providing direct services and ongoing support for clients
- Coordinating referrals and the use of internal and external resources
- Providing support in navigating and mapping the resources available in the community
- Coordinating case conferencing with both clients and the service providers involved in the case
- Monitoring and reviewing the process and outcomes with clients and service providers and planning exit strategies and case closure;
- Planning and implementing follow up and evaluation activities and tools, to determine the effectiveness of the services offered
- Facilitating and coordinating workshops and information group sessions on pertinent issues, in collaboration with other service providers
- Supporting outreach activities offered for the clients.
- Working as part of a holistic team with other members of Settlement Team and ISANS staff, in the provision of services for immigrant and refugee families
- Accompanying vulnerable clients to community service providers' meeting.

Deliver resettlement assistance to RAP clients that reflect the contribution agreement by:

- Delivering RAP specific orientation sessions
- Linking clients to provincial and federal programs
- Participating in ongoing evaluation of service delivery;
- Developing RAP exit plan and assisting clients with articulating their goals
- Reporting RAP services in timely way to ensure accurate information for iCare.

Develop the Settlement Support System by:

- Facilitating access to services by providing link between clients with specific settlement needs to available resources in the community;
- Networking and partnering with other service providers, agencies and organizations providing service to clients in the community;
- Conducting case conferencing with ISANS staff and service providers, in collaboration with clients.
- Identifying and bringing forward for discussion/resolution, any challenge barrier or gaps in service for clientele
- Sharing Settlement Team drop-in duties

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Counselling Certificate an asset

Experience:

- 2 years experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience working with/supporting clients, volunteers and casual workers
- Experience developing, implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience with networking and outreach

Knowledge:

- Knowledge of local activities, programs and community organizations that serve the immigrant population

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

Terms of Employment:

- Short-term contract to March 31st, 2022
- Part-time: 21 hours a week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Thursday May 6th, 2021 – 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**