

JOB POSTING

Job Position:	Settlement Counsellor – International Students
Department:	Settlement Services
Status:	Full Time – 35 hours a week
Location:	Mississauga, Brampton & Oakville
Compensation:	\$25.00 per hour – plus, group health benefits and professional development support

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally responsive services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

Under the guidance of the Manager - Settlement Services, the incumbent will provide itinerant settlement services to all newcomers with a focus on International Students at a variety of post-secondary institutions within Peel and Halton, as well as at Indus' worksites. The incumbent shall support newcomers' settlement needs including providing mental health support, advocacy, counselling, risk assessment and safety planning through appropriate workshops, and one-on-one support.

Responsibilities and Duties: *(but not limited to)*

- Provide information, referral, orientation and counselling services to meet the social, cultural needs of newcomers with a focus on international students; such as form filling, extension of work permits, information on housing and health care.
- Assist international students in understanding and integrating into Canadian society, cultural norms and rights and responsibilities, laws, etc.
- Work with community, government agencies and the post-secondary institutions regarding services to foster the integration of international students into Canadian society.
- Facilitate appropriate referrals and access to services in the community.
- Plan and facilitate educational workshops on settlement issues.
- Document needs and gaps in services for international students.
- Research the various government and social services available to newcomers.
- Create and build rapport with various private post-secondary institutions to offer settlement services.
- Complete risk assessments and assist in developing safety plans, where appropriate.
- Input information into appropriate databases, document accurate record of abuse and maintain up-to-date records of service delivery and case files.
- Complete all required statistical and narrative reports.
- Participate in staff and team meetings, and professional development opportunities as required.
- Perform other duties as assigned.

Qualifications and Skills:

- Post-secondary education in Social Work, Social Service Work, Sociology, Human Services, with previous work experience in settlement services and crisis counselling.
- Demonstrated sensitivity and sincere interest in meeting the needs of International students and other categories of newcomers.
- Extensive knowledge of the settlement, mental health and violence against women prevention services available to assist newcomers to Canada.
- Demonstrated experience in the client-centered case management service delivery approach.
- Solid interpersonal, problem-solving, decision-making, analytical and research skills.
- Strong attention to detail and flexible to deal with changing demands of the job.
- Ability to maintain confidential records and documentation, in addition to writing objective and descriptive contact notes.
- Demonstrated verbal & written English communication skills.
- Computer proficiency in Windows Office Suite and the internet and experience using a database system.
- Ability to work flexible hours including evening and weekends and from a variety of identified locations.
- Ability to work in a culturally diverse environment and a strong understanding of inclusive and equitable service

JOB POSTING

delivery.

- Current Criminal Record Check including Vulnerable Screening will be required.
- Valid Driver's License with own transportation is a must.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, April 12th, 2018. Please ensure your application email has the subject heading of 'Settlement Counsellor – International Students - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: March 28, 2018