

# **REXDALE WOMEN'S CENTRE**

## **JOB POSTING**



**POSITION:** Settlement Services in LINC (SSIL)-Settlement Counsellor  
**HOURS PER WEEK:** 21 hours per week (with some evening and/or Saturday work)  
**START DATE:** Sept. 2017  
**Duration:** March 31, 2018  
**Reports to:** Program Coordinator

**Background:** This is a joint initiative between Rexdale Women's Centre and the Toronto District School Board-LINC Program. The Project is funded by Immigration, Refugees and Citizenship Canada. The goal of the project is to improve settlement service delivery for newcomers and their families by having Settlement Workers working directly at the LINC program site that Newcomer students will become aware and be able to access the full range of services and community resources. The worker will be an employee of Rexdale Women's Centre.

The Rexdale Women's Centre is a voluntary non-profit organization that provides a variety of services and programs to refugee and immigrant women and their families in a culturally sensitive, non discriminatory and supportive environment where women and their families work together to provide their own well being.

### **Main Duties and Responsibilities:**

- Provide information, referral and access counselling with regards to services such as health, housing, employment, training and education, legal aid, finance, social services, and immigration issues.
- Assist clients with integration and settlement into Canadian society; understanding laws, the education system, job and labour markets, etc.
- Act as a liaison between clients, government departments, cultural/community groups.
- Assist in the development and implementation of innovative programs and services relevant to the community that promotes access and equity and that will assist with the integration of TDSB learners and their families
- Plan and facilitate educational workshops/groups sessions on settlement-related issues.
- Document needs and gaps in services for newcomers.
- Develop and maintain relationship with TDSB learners, LINC teachers, and TDSB administrative staff
- Produce workplans/schedules at the discretion of the Programme Manager and the TDSB L.P.O.

### **Qualifications:**

- University degree, college diploma or post secondary in a relevant human service field or equivalent combination of experience and education.
- 1-3 years experience assisting newcomers with settlement issues
- Group facilitation and workshop preparation skills are a must
- Excellent written and verbal communication skills in English are a must for this position.
- Proficiency, written and verbal, in Farsi (Persian), Mandarin, Dari, Russian, and Korean, is an asset.
- Experience working with newcomers/immigrants that are: unemployed/underemployed, socially isolated, and lack social networks
- Knowledge of the barriers faced by ethno-cultural immigrants and newcomers.
- Excellent computer skills, including email, internet, MS Office, and typing/data entry
- Possession of a valid driver's license and a car an asset

**APPLICATION DEADLINE: Monday Sept. 11<sup>th</sup> @ 5:00 pm.**

**Submit Resumes to:**

**Hiring Committee, SSIL Worker**

**Rexdale Women's Centre**

**21 Panorama Court Suite 2300**

**Etobicoke, Ontario, M9V 4E3**

**Fax: (416) 640-1627**

**Email: [admin@rexdalewomen.org](mailto:admin@rexdalewomen.org)**

**We thank all applicants but only those selected for an interview will be contacted.  
RWC is an equal opportunity employer and adheres to the Ontario Human Rights Act.  
RWC is a United Way Member Agency.**