

<b>Job title</b>	<i>LINC Settlement Counsellor</i>
<b>Program</b>	<i>Language Instruction for Newcomers to Canada (LINC) Program</i>
<b>Department</b>	<i>Language Programs</i>
<b>Reports to</b>	<i>Language Program Head</i>

### Position Details

**Duration:** February 20th, 2019 – March 31, 2019 with **possibility of extension**

**Weekly Working Hours:** 22.5 hours per week (*some weekend time and a few evenings may be required*)

**Wage:** \$23-\$26/hr. depending on experience.

**Deadline to apply:** Open until filled

### Job Purpose

This position is responsible for working with and assisting the Language Program Head in order to achieve program objectives. This position is primarily responsible for providing information and counselling services to prospective students and enrolled students. Counsellor will offer guidance and advice related to:

- Academic, financial and personal concerns
- Special Needs Referrals to other SPOs
- One-on-one counselling with clients who have experienced trauma
- Career development
- Class selection and admission advising in referral and registration process
- Interpretation services for the clients with language barriers

### Duties and Responsibilities

#### Program Coordination & Administration

- Connect clients with specific settlement needs to existing resources in the community
- Connect with clients struggling with attendance issues
- Plan and facilitate educational workshops on settlement issues
- Provide information, orientation, referrals to clients through one-on-one and group sessions
- Interpret and translate or facilitate interpretation for clients to access services and meet immediate settlement needs
- Coordinate the provision of services through case management, needs assessment, settlement action plans and advocacy
- Maintain professional and accurate client files/database and monthly reports in accordance with program and agency requirements, including all documentation, client activities, registration, assessment, case notes, work action plans, exit and follow-ups
- Prepare clients to actively access mainstream networks, and navigate the Canadian system including way of life, institutions, laws, employment-related topics etc.
- Outreach to clients and service providers and Language Assessment and Referral Centre (LARC)
- Coordinate with other settlement counsellors from other organizations for any arising issues of the SIA students assigned on their files
- Provide crisis intervention, and supportive counseling by working closely with the LINC/CNC staff and clients to deal with any conflicts/challenges/disputes
- Contribute to the development of the work plan for the settlement services for the LINC clients
- Provide reports and documents as requested by the Program Head and the Bookkeeper
- Assist the Language Program Head with additional duties related to support for the program as requested

## **Agency Related Duties**

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

## **Qualifications**

### **Education**

- An undergraduate degree in Social Work, Sociology, Psychology, or Human Services, with previous work experience in settlement or counselling services, or an equivalent combination of education and experience.

### **Experience**

- 1-2 years' experience providing counselling services in the non-profit and/or settlement sectors
- 1-2 years' experience working with EAL immigrant/refugee clients
- An equivalent combination of education and work-related experience will be considered

### **Knowledge, Skills and Abilities**

- Demonstrated knowledge of services and resources available to assist newcomers to Canada
- Skilled at coordinating programming for visible minorities and EAL learners
- Provide crisis intervention, and supportive counselling
- Knowledge and appreciation of contemporary issues related to aspects of multiculturalism such as intercultural understanding, equity, human rights, language rights and cultural retention
- Ability to facilitate group sessions.
- Excellent counselling and conflict resolution skills.
- Demonstrated sensitivity to other cultures and ability to outreach to newcomer communities.
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software, iCare and Learning Management Systems (LMS)
- Excellent interpersonal and client-service skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

### **Requirement of Employment**

- Clear criminal record check
- Valid Driver's License
- Access to reliable vehicle

## **Direct Reports**

None

## **How to apply**

Please apply through e-mail by forwarding your Cover letter and resume as an attachment to [jobs@saskintercultural.org](mailto:jobs@saskintercultural.org)

Please mention the title of the position in the subject line of the e-mail.