



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Job Title: Mentorship Employment Liaison

Term: August 1, 2010 through March 31, 2011, part time, 28 hours/ week

Reports to: Career Mentorship Program Coordinator

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary:

The Mentorship Employment Liaison will support OCISO clients, who are in receipt of Ontario Works or Ontario Disability Support Program benefits, to enhance their employment readiness such that they will be prepared to participate in the Career Mentorship Program.

Main Responsibilities:

- One-on-one employment counseling with clients to define career objectives, employment opportunities and employment research strategies.
- One-on-one support to clients to develop and produce a professional resume and cover letter template.
- Referral of clients to OCISO Career Mentorship Program and other employment support programs as needed.
- Perform administrative and database management functions within Career Mentorship Program.
- Participate in the evaluation of program activities, including collection of statistics and surveys.

Administration d'OCISO Administration

945 rue Wellington St. West,
Ottawa, ON. K1Y 2X5

Tel: (613) 725-0202

Fax: (613) 288-2674

OCISO Main Office/Siège Social

959 rue Wellington St. West,
Ottawa, ON. K1Y 2X5

Tel: (613) 725-0202

Fax: (613) 725-9054

OCISO LINC - South/Sud

1800 rue Bank St., 3rd Floor
Ottawa, ON. K1V 0W3

Tel: (613) 249-9634

Fax: (613) 249-9642

OCISO LINC - East/Est

940 Belfast Rd. Suite 202
Ottawa, ON K1G 4A2

Tel: 613-741-1368

Fax: 613-741-0909

Qualifications:

- Relevant college or university degree or combination of education and experience, with at least two years of current work experience in employment support programs.
- Demonstrated competence to address client's employment barriers and develop plan of action
- Knowledge of labour market and challenges faced newcomers to Canada.
- Excellent English communication and presentation skills (both written and verbal are essential).
- Knowledge of Word, WordPerfect, PowerPoint, Excel, Access and Internet for employment-related resources.
- French an asset.
- Ability to speak other languages an asset.

Please send a cover letter and a resume to Karina Ragalie, H.R. and Admin. Coordinator: hr@ociso.org fax (613) 725-9054, by 5:00 pm on Wednesday July 14, 2010.

In the subject line please write your name and the position for which you are applying.

No phone calls please. Only those offered an interview will be contacted.