



Job Title 1: Pre-Arrival Settlement/Employment Information and Referral Specialist

Job Status: Full Time (35 hours),

Reports To: Senior Project Manager

Location: Ottawa, ON

The Ottawa Chinese Community Service Centre (OCCSC) is a non-profit, non-partisan, charitable organization which has been providing settlement support services to immigrants, newcomers and refugees to Canada for 40 years. OCCSC is pleased to invite interested talent to join the In-TAC Pre-Arrival Project. The project will provide pre arrival settlement and employment related services to Chinese prospect clients who have been selected to immigrate to Canada and help them integrate into Canadian labour market and society.

The project represents the emerging trend of settlement services to new immigrants and OCCSC is leading the project in Ottawa, with partners in Vancouver, Calgary and in China. If you enjoy tough challenges of a highly pressured and result driven project, if you are innovative, positive and passionate in helping new immigrants, apply and join our team.

RESPONSIBILITIES

- Provide client-centred settlement/employment information counselling and referral services, including assessment, information and orientation services
- Assist newcomers to develop a personalized Settlement Action Plan/Career Transition Plan
- Facilitate referrals to appropriate resources as required
- Provide case management and supportive follow-up services
- Organize, plan, implement and evaluate group sessions based on client interests and needs
- Develop and update settlement/employment support resources

- Recruit and engage volunteers in the delivery of group sessions
- Participate in regular program, team, regional and community meetings
- Prepare and submit statistical and progress reports to supervisor as required

QUALIFICATIONS

- Post-secondary education in counselling, immigrant and community services, human resources management, business administration, project management and other related majors
- Two years' experience in counselling and related work
- Knowledge of immigrant services, community resources and services in Ottawa/Ontario, Knowledge, and understanding of immigrants and the challenges they are facing
- Well organized, with strong communication and problem solving skills
- Group facilitation and presentation skills, customer services skills,
- Positive, Can-Do and taking initiative in team setting
- Advanced skills in MS office and social media tools
- Excellent English oral and written skill, fluency in Chinese is an asset.
- Ability to work flexible hours, including evenings, weekdays and weekends is required

Expressions of interest, including a cover letter and résumé, should be received by Friday, Nov 3rd, 2017, 11h59 p.m. Eastern Standard Time to: occsc@occsc.org.

To be considered, résumés and cover letters should clearly demonstrate that all of the essential qualifications are met. We thank all candidates who apply to the position. Only those shortlisted for an interview will be contacted.

OCCSC is committed to the principles of the Accessibility for Ontarians with Disabilities Act and will, to the best of our abilities, accommodate clients, members of the public, community members, volunteers, and employees who have physical and mental disabilities.