



Brampton Multicultural Community Centre

COUNSELLOR

Position Type: Full Time Contract – **Working Hours:** 35 - **Location:** Brampton, ON

Brampton Multicultural Community Centre (BMC) is a charity organization established in Peel Region in 1987 with the mandate to help and support the most vulnerable, disadvantaged and newcomer/immigrants individuals and families within our community. Our programs and services are designed to provide information, resources, skills development and help in their settlement process. The Settlement Counsellor will provide settlement and counselling support services in first language to students and parents to ensure that newcomer families are aware of and enabled to access the full array of community services.

RESPONSIBILITIES

Settlement

- Providing counselling and referral on settlement issues
- Supporting school activities such as parent-teacher interviews, registration, open houses, school councils and other school programming
- Facilitating/conducting group information sessions for newcomers on community services and school-related topics
- Communicating with teachers and/or principals of schools
- Assisting in the operation of agency's programs & services including information updating, filing, compiling monthly statistics, activity and outcome report submitted on a monthly, quarterly and yearly basis
- Distributing promotional material about the services for newcomers at BMC service locations and creating awareness of our services in the community
- Any other duties related to the settlement services and this position

Employment

- Assess client's knowledge, skills and abilities to identify employability skills and develop a personalized service plan
- Create and develop workshop materials based on the program guidelines and adapt delivery methods to meet participant's needs
- Enroll program participants into life skills and job readiness training
- Plan, develop and deliver training sessions on different topics such as employment, job search skills, workplace health & safety etc.
- Facilitate workshops on Job Search Techniques including resume writing, interview techniques and other job search related activities, as per program guidelines
- Provide support 1:1 or in group setting, maintain accurate records of clients assisted, type of services provided and follow-up
- Identify, outreach, orient and recruit appropriate program participants
- Maintain and update employer database and tracking system



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- Work in conjunction with the Employment Development Specialist to plan and coordinate regular meetings with employers
- Enter all data on time and correctly to support program evaluation and outcomes

QUALIFICATIONS/SKILLS

- Post-secondary education: Degree/Diploma in Social Work / Social Services or Human Services profession and/or a Certificate in Career Development
- Minimum of two (2) years relevant experience in settlement sector or career development and employment training
- Extensive knowledge of the immigration system and community services, programs, resources and outreach practices
- Knowledge of labour market issues and trends as they relate to the geographic, demographic and economic aspects of Peel, Halton and GTA
- Ability to work independently and co-operatively and be able to maintain good relations with clients and co-workers
- Ability to work with school personnel in meeting the needs of newcomer clients and their families
- Knowledge of employment search techniques through Internet, career information, resume, interview techniques and labour market trends
- Strong leadership skills to guide, motivate and inspire program participants to take action to successfully complete the program
- Ability to work with diverse people and communities with awareness to socio-economic and cultural barriers
- Excellent planning, organizational and time management skills
- Strong communication (oral and written), and computer skills (Word, Excel, PowerPoint, Outlook), Social Media (Facebook, Twitter, LinkedIn etc.) and Web based databases (ICARE / CTIMS)
- Effective report writing ability and evaluation of program
- Adaptive to flexible working hours including evenings and weekends as needed
- Police Record Check for Vulnerable Sector is required as part of the hiring process
- Must have own transportation, driver license and valid insurance to use your vehicle for job related travelling

Please use the format below to submit a **cover letter** specifying the position you are applying for: "Name.LanguageSpoken.PreferredWork Schedule" (ex. John Smith. Tagalog.ScheduleB, C).

Language(s) available:

- French
- Hindi/Urdu



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- Punjabi
- Tagalog
- African (Hausa, Igbo, Yoruba)
- Caribbean Dialect

Work Schedules available:

- A. 9:00 AM – 5:00 PM (Monday to Friday)
- B. 8:00 AM – 3:30 PM (Monday to Friday)
- C. 10:00 AM – 7:30 PM (Monday to Thursday) & 10 AM – 5 PM (Saturday or Sunday)

This is a full time contract position until March 31st, 2019 with a possibility of renewal.

**Please mail, fax or email resume along with a cover letter referencing
BMC -Settlement Counsellor by August 28, 2018 to:**

Human Resources Department
Brampton Multicultural Community Centre
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: hr@bmccentre.org

BMC is an equal opportunity employer that promotes the principles of diversity and equity, and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations are available upon request; all requests must be made to the HR department in advance.

(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)