



WORKING WOMEN COMMUNITY CENTRE
Internal/external Job Posting

CAREGIVER PATHWAYS SETTLEMENT COUNSELLOR

Position Title: *Settlement Counsellor (Caregiver program)*
Status: *Full Time Permanent*
Unionized position
Reports to: *Senior Program Manager*
Position details: *35 hrs week*
Hourly Rate: *\$ 29.45*
Job Posting Date: *March 12, 2024*

Working Women Community Centre (WWCC) is a non-profit, community-based immigrant and refugee women's organization providing a wide variety of services such as community development, settlement counselling, employment and placement support, support groups and English Language classes. All staff of the agency is responsible for demonstrating support and commitment to the mandate and objectives of the Centre. Staff is expected to work in the spirit of cooperation and to actively promote harmonious relations among staff members.

Position Description:

Provide programming, direct support and settlement assistance for individuals currently in Canada under the Federal Government's Caregiver Pathways Program and to participate as part of the broader settlement team in broader organizational initiatives.

RESPONSIBILITIES

- *Outreach to Caregivers in the City of Toronto, using a broad range of outreach techniques, including information sessions and itinerant services*
- *Identification, develop and deliver appropriate programming supports for Live in Caregivers*
- *Provide information, orientation, referrals, interpretation, translation, escorts, solution focused counselling and group work to Live in Caregivers*
- *Provide ongoing case management for Caregivers*
- *Keep abreast of government's policy changes affecting clients*
- *Work effectively with the Centre's programs, staff, students and volunteers to enhance the service provision to Caregivers*
- *Develop sectoral supports and partnerships that enhance services and supports to the Caregiver population*
- *Facilitate, advocate and mediate on behalf of Caregivers around employment conditions*



- *Assist in placement and re-settlement of Caregivers where there are issues of contract breakdown*
- *Organize and promote informational supports to employers of caregivers*
- *Prepare reports related to the project and its outcomes*
- *Maintain appropriate file maintenance. Case management notes and documentation for all program clients*
- *Participate in committees, staff meetings and Board meetings as required*

Hours of Work

Flexibility is essential in this position and you will be required to weekends and some evenings when the caregiver community are off duty.

QUALIFICATIONS

- *Social work degree or equivalent in human services*
- *Minimum of 3-years of experience working in the non-profit/settlement sector*
- *Assessment and problem-solving skills*
- *Knowledge of current legislation and policies affecting newcomers, refugees and immigrants*
- *Thorough knowledge of social services systems and complementary resources*
- *Ability to work independently and effectively in a team*
- *Understanding of and sensitivity to issues affecting the Caregivers population*
- *Effective written and oral communication skills in English*
- *Fluency in Tagalog is an asset*
- *Ability to travel across the city when necessary*

Please send your resume to dmoran@workingwomencc.org.

The deadline for applications is *April 13, 2024*. Applications received after the deadline cannot be accepted.

Working Women Community Centre is an equal opportunity employer and welcomes applicants from equity seeking groups. WWCC encourages applications from candidates with diverse cultural backgrounds, visible minorities, Aboriginal people, and people with disabilities. The Centre is a scent-free environment.