



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Employment Counsellor – Workshop Facilitator – (IWMN)

Term: 35 hours per week (April 2024 – March 2025)

Reports to: Manager, Community Economic Development (CED)

Location: 945 Wellington St. W

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

As a member of the dynamic and growing Community Economic Development team, the incumbent will support immigrant and refugee women through the facilitation of Peer-to-Peer (P2P) support groups and tailored employment counselling sessions utilizing psychometric assessments. Immigrant Women Mentoring Network (IWMN) supports newcomer clients to obtain and maintain employment within their field, build confidence, increase networks and advance within their careers.

Main Responsibilities:

- Review and enhance CED's existing 'Peer Support Models' and facilitate P2P Circles
- Conduct client intake, assess client's employment readiness, develop return-to work action plans and support clients' pre and post-employment
- Provide one on one employment enhancing coaching across the four employment dimensions; career exploration – marketing of self – skills development - retention
- Administer and interpret psychometric assessments; Myers Briggs Type Indicator (MBTI) and Strong Interest Inventory (SII) to determine the interests, aptitudes and abilities of clients
- Support outreach activities to engage newcomer women
- Support the development of the IWMN website and program evaluation framework
- Demonstrate a commitment to OCISO's culture of respect management approach and anti-racism/anti-oppression policy within the work environment and in the community
- Support the Manager in reporting and establishing a volunteer outreach plan

- Participate in internal committees and working groups as required
- Promotes the program through outreach activities and promotional materials
- Ensure high standards of service delivery within an anti-racism and anti-oppression policy framework
- Demonstrate a commitment to OCISO's culture of respect management approach and anti-racism/anti-oppression policy within the work environment and in the community

Qualifications:

- University degree or college diploma in Career Coaching/Employment Counselling, Women's Studies, Human Resources, Social Sciences or a related field
- 3+ years of experience in the areas of employment support/counselling, labour market integration for immigrants/refugees, specific experience supporting women an advantage
- Certified to deliver level B Psychometric Assessments; MBTI – Strong Interest Inventory
- Knowledge of the Canadian labour market trends and challenges faced by newcomers to Canada
- Effective interpersonal and cross-cultural communication skills, 2+ years facilitating groups
- Experience working with community organizations
- Strong verbal and written communication skills
- Knowledge and experience with mainstream computer applications, social media and database software. Website development is an advantage
- Fluent in English; additional languages are an asset
- Strong work ethic and ability to work independently and effectively in a multi-disciplinary and multicultural team environment with a positive attitude

Salary & Benefits:

\$51,415 to \$52,452 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline:

April 22, 2024 by 12:00 p.m. (EST). Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_ECWF_letter or resume) before applying and send it to the HR Department at: recruitment@ociso.org

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR & Operations Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.