



Brampton Multicultural Community Centre

INTEGRATION COUNSELLOR- ARABIC

INTERNAL & EXTERNAL POSTING

Position Type: Full Time Contract | **Location:** Peel Region | **Hours:** 35 per week

Brampton Multicultural Community Centre (BMC) is a charity, established in 1987, which provides settlement and social services to newcomer, immigrant and the larger community in the Peel Region. Our mandate is to enable less advantaged individuals, families and groups in the community to achieve their potential, improve their life skills, and build their futures. The Integration Counsellor will provide a combination of settlement, case management and integration counselling services, either through one-on-one meetings or in workshop sessions, for eligible individuals and their families

RESPONSIBILITIES.

- Provide culturally and linguistically specific information, referral, orientation and counselling services to meet the social, cultural, economic and educational needs of refugees; such as accessing health care, housing, education, legal and social services to clients in one to one setting, over the phone or online through web conferencing.
- Assist clients in understanding and adapting to Canadian society, practices and procedures; guidance on way of life, institutions, laws, etc.
- Developing a settlement and integration plan with each client and their families and establish a supportive, ongoing relationship with clients and their support system
- Work with community and government agencies regarding services to ensure quick and seamless integration of refugees into Canadian society
- Facilitating/conducting group information sessions for BMC's clients on community services and related topics
- Create and develop workshop materials based on the program guidelines and adapt delivery methods to meet participant's needs
- Communicating with outside partners and stakeholders at all levels
- Working collaboratively with other settlement counsellors to identify and address practical needs associated with resettlement stress. Encourage clients to access other relevant BMC programs and services available.
- 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 and programs at BMC service locations and creating awareness of our services in the community
- Enter data on BMC database accurately and within timelines provided to support program evaluation and outcomes
- Attend staff meetings and training sessions as required
- Any other duties related to the settlement services and this position
- Reports to Executive Director or his/her designate

QUALIFICATIONS/SKILLS

- University Graduate or Diploma in Training, Human Services profession and/or a Certificate in Career Development or similar
- Post-secondary education in Social Work, Social Service Worker, Sociology, Human Services, with previous work experience in settlement services and crisis counselling
- Demonstrated experience in the client-centred case management service delivery approach
- Extensive knowledge of the immigration system, and services available to assist newcomers, refugees and their families
- Well-developed knowledge and sensitivity of settlement, social and cultural issues and barriers experienced by women and children, who have experienced abuse and a demonstrated capacity to develop and implement programs to effectively respond to these issues and barriers
- Demonstrated skills in case management, assessment and intervention, advocacy
- Ability to multitask while maintaining high level of accuracy in data collection
- Excellent interpersonal, organizational, communication, presentation and facilitation skills
- Ability to work with diverse people and communities with awareness to socio-economic and cultural barriers
- Capability to handle multiple priorities with ease and professionalism; able to work in a fast-paced environment with minimal supervision
- Strong communication (oral and written), and computer skills (Word, Excel, PowerPoint, Outlook), Social Media (Facebook, Twitter, LinkedIn etc.) and Web based databases (CTIMS)
- 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 transposition, driver license and insurance to use your vehicle for job related travelling

Please submit your resume along with a cover letter in ONE document (PDF, Word or Rich Text Format) referencing

BMC-JC-0184 - Integration Counsellor by April 26th, 2021 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)