



*Calgary Immigrant Women's Association is a not for profit Immigrant serving agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

---

## **Counsellor – One on One Counselling for Immigrant Women Full Time Position - 37.5 hours per week Competitive salary and benefits package**

The Counsellor is responsible for providing one-on-one counselling to immigrant youth and senior immigrant women and their families. The Counsellor will provide customized counselling as well as make necessary referrals. Additionally, this role is responsible for connecting with various ethnic populations and promoting the programs through community presentations. As this position requires travel, a valid license and reliable vehicle is required.

### **DUTIES AND RESPONSIBILITIES**

- Provide customized one-on-one counselling to immigrant girls in the areas of bullying, family violence, self-esteem, healthy relationships, language support, education and employment
- Support the Program Coordinator with promotion of the program with public, private, Catholic and charter schools around Calgary
- Provide in-home support as needed to youth and their families
- Provide customized one-on-one counselling to senior women in the areas of health resources, parenting support, family law, intergenerational issues, and community support
- Assist with intake and assessment of clients
- Identify language ability of the participants' family and arrange first language support as needed
- Provide effective case management for high risk clients
- Encourage intergenerational tolerance and support within extended immigrant families
- Provide referrals for specialized services in the community
- Work collaboratively with mentors assigned to clients
- Conduct follow-up services to clients
- Secure off-site locations for one-on-one counselling
- Maintain clear communication with schools, different social service agencies, religious groups and staff
- Establish partnerships with various ethnic populations
- Assist with program evaluation and outcome measurement
- Ensure client data entry is complete in CMS and iCARE databases
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager including requests for additional paid hours on a temporary basis when needed

### **STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA

- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

## **QUALIFICATIONS**

- A university degree in social work, psychology, or education, with post-secondary training in counselling is required as well as practical work in the area of counselling
- A broad knowledge of immigrant youth and seniors issues
- Previous counselling experience is required
- Must demonstrate time-management abilities and have proven counselling, problem solving and decision making skills
- Excellent communication skills (both written and verbal) and ability to work in a team environment are essential
- Second language is a requirement, Hindi, Urdu, Punjabi or Mandarin preferred

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check, Child Intervention Check, CPR, First Aid certification is required.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

### **Human Resources**

Calgary Immigrant Women's Association  
 Suite 200, 138 - 4<sup>th</sup> Avenue SE  
 Calgary Alberta T2G 4Z6  
 Fax: 403.264.3914  
 Email: careers@ciwa-online.com

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*