



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.

Career Counsellor / Job Coach, Career Services for Foreign Trained Professionals Programs
Full Time - 37.5 hrs per week
Competitive salary and benefits package

The Career Counselor/Job Coach is responsible for providing professional, culturally sensitive, job search support for immigrant and refugee women. The Career Counselor/Job Coach also participates in client recruitment, administers needs assessments and assists program participants in creating an employment plan. The position also provides support to participants who are successfully employed as a result of their participation in the program and works closely with employment partners so that direct employment referrals can be made for job ready clients.

DUTIES AND RESPONSIBILITIES

- Conduct individual assessments to determine client's employment needs
- Assist clients in the development and implementation of employment action plans
- Provide internal and external referrals to clients
- Provide clients with accurate labour market information or instruct client's in labour market analysis
- Research and identify potential positions that suit client skill levels
- Assist clients with their job search, and help clients complete job applications when appropriate
- Ensure client skills are strengthened in: résumé and cover letter preparation, conduct of job interviews, hidden job market access, job search techniques and strategies
- Identify training programs and/or volunteer opportunities that enhance employability skills for clients
- Forge relationships with potential employers and maintain database of contacts
- Work with clients one-on-one to ensure that strong workplace ethics are in place
- Provide one-on-one support to clients and program graduates to review concepts covered in class
- Accompany clients to job interviews, job fairs and other employment related meetings when needed
- Develop job retention strategies in tandem with employer partners
- Maintain client's files and documentation
- Conduct client follow-up
- Complete client data entry in CMS and iCARE databases
- Submit monthly statistical and written reports
- Attend and participate in CIWA events
- Complete additional duties when the program is short staffed (leaves of absence, transitions etc.)
- 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

- Certification in the field of human services, especially in social work, life skills and/or employment counselling or equivalent with a combination of education and direct work experience.
- Experience working with immigrant population, specifically with immigrant women literacy barriers
- Knowledge of Calgary's labour force and market trends
- Knowledge of accreditation processes, professional associations, and related immigrant services in Calgary and Alberta
- Connected with immigrant serving agencies, business community, and social services
- Experience working with immigrants dealing with language barriers
- Excellent computer skills including Microsoft Office suite
- Strong communication skills including writing skills
- Culturally sensitive
- Second language is an asset

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

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 - 4th Avenue SE
Calgary, AB T2G 4Z6
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.