Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to be a national leader in transitioning immigrant women to success in Canada. We are seeking an individual who shares our values of Equity, Excellence, Collaboration, Inclusiveness and Empowerment.

Empower Immigrant Women. Enrich Canadian Society.

Counsellor (Youth and Seniors) – One on One Counselling for Immigrant Women
Full time - 37.5 hours per week
Competitive salary and benefits package

SUMMARY OF POSITION

The One-on-One Counselling Program Counsellor is responsible for providing one-on-one supportive counselling to youth and senior immigrant women. This position is also responsible for offering intergenerational activities, as well as assisting in other areas of the program as needed.

DUTIES AND RESPONSIBILITIES

- Provide customized one-one-one counselling to youth and senior immigrant women in the areas of mindfulness, emotional health and well-being, intergenerational issues, and community support
- Assist with intake and assessment of clients
- Provide effective case management for high-risk clients
- Provide in-home support as needed to senior immigrant women and their families
- Identify language ability of the participants' family and provide first language support
- Culturally sensitive approach and support to parents' needs
- Provide referrals for specialized services in the community
- Provide in-home support as needed by participants
- Offer crisis and short-term counselling
- Conduct follow-up services to clients
- Offer advice on accessing community resources, accessing volunteering opportunities
- Secure off-site locations for one-on-one counselling
- Collaborate and maintain clear communication with community partners
- Work collaboratively to meet program and organizational goals
- Ensure client data entry is complete in CMS and iCARE databases
- Assist with program evaluation and outcome measurement
- Other duties as assigned by the Department Manager

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
- Excellent supportive and active listening skills.
- Excellent communication skills at all levels – writing, listening, speaking.
- Strong client focus – understanding of client self-determination, keeping the client engaged and participating in their own well-being using the strengths-based perspective
- Non-judgmental
- Maintain professional boundaries, attitudes and practices with clients at all times

QUALIFICATIONS

- A university degree in counselling, psychology, or social work is required; master's degree is considered an asset
- 2+ years of practical work in the area of counselling
- A broad knowledge of issues facing senior immigrant women
- 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
- As the position requires traveling, a licensed vehicle is required
- Requires second language

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 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.