



Welcome Place, 521 Bannatyne Ave., Winnipeg, MB. R3A 0E4  
Phone: (204) 977-1000, Fax: (204) 956-7548  
Internet: [www.miic.ca](http://www.miic.ca)

## **INTERNAL/EXTERNAL POSTING**

### **COUNSELLOR ASSISTANT, SETTLEMENT SERVICES**

**Full-time, Term Position  
Requires Arabic Language**

**Competition No. 2018.03.08**

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### **POSITION SUMMARY**

**This is a full-time term position to September 30, 2018.** The Settlement Counsellor Assistant will be reporting to the Settlement Services Team Leader and be under the guidance of a Settlement Counsellor. The Settlement Counsellor Assistant will provide all possible assistance to newcomers in Canada in aiding them to maximize their potential and participate fully in Canadian life.

### **KEY RESPONSIBILITIES**

- In consultation with the Settlement Counsellor, assess client needs and tailor services accordingly.
- Prepare and submit reports as required
- Provide interpretation and accompany clients as directed.
- Assist settlement services staff in program delivery as required.
- Consult regularly with Settlement Counsellors and Settlement Services Team Leader(s).
- Coordinate client(s) schedules in cooperation with other departments to ensure all necessary tasks are completed and services provided (immigration, documentation, banking, orientation, housing, shopping, etc.).
- Maintain client confidentiality.
- Maintain up-to-date statistical reports as required.
- Attend staff meetings and outside meetings as required.
- Other duties as assigned.
- Attends staff meetings and outside meetings as required;
- All MIIC personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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### **QUALIFICATIONS**

#### **Essential**

- Understanding of immigration policy, settlement process, and issues relating to the refugee experience.
- Fluency (written and oral) in English. Fluency in other language(s) as required by the posting.

- Demonstrated interpersonal and mediation skills
- Demonstrated organizational and record-keeping skills
- Ability to work effectively in a multicultural workplace
- Ability to multi-task and perform independently and as a part of a team
- Available to work flexible hours
- Maturity and ability to foster individual client's pride and confidence
- Demonstrated computer skills
- Child Abuse Registry Check and Criminal Record Check (Vulnerable Sector)
- Valid driver's license and clean driver's abstract;
- Access to vehicle preferred

**Assets:**

- University degree (Social Services, Social Work or related degree) or training in social services;
  - Supervisory experience;
  - Fluent in additional languages;
  - Experience in not-for-profit organizations;
  - Familiar with factors affecting the overall integration of refugees and immigrants in a culturally-sensitive manner.
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## **EDUCATION / EXPERIENCE**

**Minimum Educational Requirements:**

- High School diploma;
  - Post-secondary education in a related field or an equivalent combination of skills, education and relevant experience.
  - The WRHA Interpretation Training or Community Interpretation training is a strong asset.
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## **COMPENSATION**

As per Union Contract, Classification V.

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## **TO APPLY**

Please submit your resume and cover letter that clearly states the Competition Number (noted at top) and how you meet the criteria of this position, in confidence to:

Human Resources  
Manitoba Interfaith Immigration Council Inc.  
Email: [careers@miic.ca](mailto:careers@miic.ca)

**Deadline: Tuesday, April 17, 2018, 4:00 PM**