



June 14, 2017

**JOB POSTING (Internal/External)
ARABIC SPEAKING SETTLEMENT COUNSELLOR
CONTRACT FULL TIME to March 31, 2018**

The Canadian Centre for Victims of Torture is looking for an experienced person to fill the position of Settlement Counselor to work with Arabic speaking survivors of torture. The Settlement Counselor is part of a flexible team who deliver services to torture survivors and their families. This position involves traveling as well as evening and weekend work. Fluent in (written and spoken) Arabic and English a requirement. Only emailed applications will be considered. Duties include the following.

- Completes intake and assessment of potential clients to determine eligibility for CCVT services
- Provides counseling support as required, makes referrals to appropriate service provider (e.g. legal, medical, housing, immigration, education, employment, etc.)
- Organizes and oversees the functioning of weekly client support group
- Identifies and connects with potential partner organizations
- Provides client services at partner agencies and satellite locations, in addition to CCVT's main office
- Prepares and delivers public education presentations on CCVT activities
- Maintains documentation on client files ; updates Service Registry regularly
- Prepares reports on volume and effectiveness of client services, as per CCVT's requirements
- Participates in the preparation of CCVT special events (5-6/year)

SKILLS AND QUALIFICATIONS:

- Bachelor degree in social work or equivalent, or be able to demonstrate working towards it, or minimum 3 years' front-line experience in a community-based organization providing information, referrals and orientation sessions.
- Ability to deal effectively with crisis and conflict, and to maintain appropriate boundaries
- Thorough knowledge of community resources available to immigrants and refugees
- Strong supportive counselling skills, with an understanding of solution-focused modalities
- Strong group facilitation skills
- Strong interpersonal and communication skills, both written and verbal in both Arabic and English.
- Knowledge of issues affecting low income, multi-lingual, and racialized newcomer communities
- Problem-solving, organizational and time management skills
- Ability to work independently and as part of an interdisciplinary team

CCVT encourages applications from individuals reflecting the diversity of our community. We thank all applicants for their interest in CCVT. However, only candidates who speak, read and write in Arabic will be selected for an interview . **NO TELEPHONE CALLS**

SALARY RANGE: \$26 per hour

POSTING DATE: June 14, 2017 CLOSING DATE: June 23, 2017

If you are interested, please quote Reference #002-2017 and send your resume with a covering letter to:

The Hiring Committee
C/o Mr. Mulugeta Abai, Executive Director,
194 Jarvis St., and 2nd Floor Toronto,
Ontario. M5B 2B7 Email: mabai@ccvt.org.

TRIUMPH OVER TORTURE

Main 194 Jarvis St, 2nd Fl. Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288 **www.ccvt.org**

Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990

The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 416.750.9200

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United Way
of Greater Toronto
Without you, there would be no way.