



# CANADIAN CENTRE FOR VICTIMS OF TORTURE

## **JOB POSTING (Internal/External)**

### **YOUTH SETTLEMENT COUNSELLOR**

#### **CONTRACT (40 hrs. /week)**

The Canadian Centre for Victims of Torture is looking for an experienced person to fill the position of Youth Settlement Counselor. 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.

#### Duties

- Completes intake and assessment of potential clients to determine eligibility for CCVT services
- Develops plan of action in consultation with client
- Provides counseling support as required
- Books appointments, makes referrals to appropriate service provider (e.g. legal, medical, housing, immigration, education, employment, etc.)
- Provides translation services as needed; sometimes accompanies client to appointments
- 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
- Provides staff support to standing committees
- Makes presentations to volunteers and at public education sessions
- 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)
- Required to work flexible hours including evenings and weekends.

#### Qualifications:

- Post secondary degree in social services or health-related field, and/or equivalent experience
- Experience working with community organizations, or NGOs, or hospitals
- Knowledge of newcomer youth , refugee and immigrant issues
- Experience in group facilitation and public speaking
- Able to work as a team member and independently

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

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

Accredited to the International Rehabilitation Council for Torture Victims

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada



www.ccvt.org  
charity no:  
133327908 RR0001



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- Ability to speak , read and write a second languages an asset
- Knowledge and skills to work effectively with people of diverse social identities
- Experience with word processing, internet and basic data management programs
- Flexible, as some evening and weekend work is required

**CCVT encourages applications from individuals reflecting the diversity of our community. We thank all applicants for their interest in CCVT. However only those selected will be contacted. Vulnerable Population Police Clearance Required.**

**NO TELEPHONE CALLS PLEASE.**

**DURATION:** FULL TIME to March 31, 2019 with possibility for renewal

**SALARY RANGE:** \$24 per hour

**OPENING DATE:** July 24, 2018

**CLOSING DATE:** August 14, 2018

**If you are interested, please quote Reference #005-2018 and submit your resume with a covering letter to:**

**The Hiring Committee  
C/o Mr. Mulugeta Abai, Executive Director  
194 Jarvis Street 2nd floor  
Toronto, ON. M5B 2B7  
Tel: 416-363-1066  
Fax: 416-363-2122  
Email: mabai@ccvt.org  
www.ccvt.org**

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