

JOB REQ.#: 2019-QCIC-040

POSTING TITLE: Jr. Information Counsellor, Centre for Education and Training

HIRING DEPARTMENT: Newcomer Information Services

TERMS OF EMPLOYMENT: Casual

REPORTING TO: Coordinator, Newcomer Information Centre

LOCATION: Malton - 7420 Airport Road Suite 104

START DATE: June 24, 2019

END DATE: August 16, 2019

SALARY: 14.56 - 15.14, Hourly + 4% Vacation

LENGTH OF (CONTRACT) 8 weeks

BENEFITS: No

NO OF POSITIONS: 1

SUMMARY:	The Jr. Information Counsellor will assist with providing information and referral assistance to clients of the Newcomer Information Centre to address their settlement needs. In this role, the Jr. Information Counsellor will also provide administrative assistance and reception duties to ensure the smooth day to day operation of the Newcomer Information Centre.
DUTIES & RESPONSIBILITIES:	<ul style="list-style-type: none"> • Assist with the compilation of settlement and employment related information for newcomers • Assist with the research and compilation of employment and accreditation information for foreign trained professionals and skilled tradespersons • Respond to inquiries and assist with the booking and promotion of information sessions provided by Newcomer Information Centre staff and outside agencies • Assist with updating and conducting research on government policies and related programs and services as they pertain to newcomer settlement • Working in the information centre to assist newcomers and their families to obtain the relevant information that they need for themselves and their families for settlement in the community • Assist with the maintenance of resources, flyers and information on training and education • As part of the Newcomer Information Centre team, provide one to one assistance to individual's accessing the Centre's services • Other administrative and reception duties as assigned
QUALIFICATIONS:	<ul style="list-style-type: none"> • Be between ages 15 and 30 years of age at the start of employment. • Be Canadian Citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and; • Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations • Excellent communication skills – both written and oral • Knowledge of settlement issues, education and training, regulatory bodies and or accreditation would be an asset • In addition to English, the ability to speak other languages would be considered an asset • Knowledge of refugee or immigrant issues with experience working with or volunteering with multicultural groups • Excellent ability to conduct and compile research • Experience working in a customer service or direct delivery of services to the public

OTHER DETAILS: Thank you in advance for your interest. We will only consider complete applications. Only those selected for further screening or an interview will be contacted.

OUR AODA COMMITMENT: The Centre for Education & Training (TCET) is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, TCET will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring supervisor upon scheduling your interview