Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.

Empower Immigrant Women. Enrich Canadian Society.

Employment Counsellor – Employment Skills program
Full-time position - 37.5 hours per week
Competitive salary and benefits package

The Employment Counsellor is responsible for providing employment counselling, case management and support to assist CIWA's clients achieve employment self-sufficiency.

DUTIES AND RESPONSIBILITIES

- Provide employment counselling individually and in small groups
- Assist clients with their job search
- Assess client's employment needs
- Provide clients with accurate labour market information
- Assist clients to develop résumés, cover letters, enhance job interview skills, access the hidden job market, develop job hunting techniques and strategies
- Assist clients in the development and implementation of a career action plan
- Monitor client's actions plans
- Maintain client's files and documentation
- Provide internal and external referrals
- Conduct client follow-up
- Provide coordination and program activities to the receptionist training program
- Ensure client data entry is complete in CMS and iCARE databases
- Submit monthly statistics and written reports
- Attend and participate in CIWA events
- 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
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Certification in the field of human services, especially in social work, life skills and/or employment counselling or equivalent with a combination of education and direct work experience
- Knowledge of Calgary's labour force and market trends
- Experience in a similar employment counsellor position is required
- Not for profit experience would be an asset
- Excellent computer skills including Microsoft Office suite
- Strong communication skills including writing skills

- Experience working with immigrants dealing with language barriers

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
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.