



# WE ARE HIRING

**SETTLEMENT COUNSELLOR**

We are hiring for the above position.  
Please see the details below.



**APPLY NOW**

# JOB POSTING

**Position Title:** **Settlement Counsellor**

**Position Type:** Full Time (35 Hours/Week) + Mandatory Benefits

**Duration:** Fixed Term Contract for 1 (One) Year with Possibility of Renewal

**Location:** Peel Region

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African Community Services of Peel is a not-profit community based charitable organization that serves the settlement needs of the Black/African community in Peel. We work to advance the well-being and social integration of newcomers by providing a full range of outreach, support, counselling, information and referral services.

The agency's offices are located in Brampton. We are currently looking for a qualified person to fill the position of **Settlement Counsellor**. The incumbent will work closely with the management team to support and facilitate the settlement of African/Black newcomers, refugees and Asylum seekers in the Region of Peel.

## **SPECIFIC DUTIES AND RESPONSIBILITIES OF THE POSITION:**

- Develop outreach and promotion materials for the program to reach black/African newcomers, refugees and asylum seekers.
- Use social media tools and other promotion tools to promote the program within the wider community.
- Conduct initial intake and assessment of client needs and develop personalized settlement plans.
- Provide on-line and in-person settlement-counselling services, including assessment, information, and orientation to Black/African newcomers, refugees and asylum seekers at ACS and in the community.
- Provide case management and supportive follow-up.
- Facilitate appropriate internal/external referrals to other appropriate community resources as necessary.
- Organize, plan and facilitate program activities to address and meet clients' diverse.
- Develop and implement community outreach plans to promote the programs services and activities.
- Actively participate in regular team and community meetings.
- Maintain and update all client information in the database.
- Prepare and submit timely statistical and progress reports as required to update and share program information, and updates.
- Participate in agency committees and special projects as assigned.

- Participate in agency fundraising activities as deemed appropriate and necessary.
- Attend required agency activities and meetings to represent ACS and share settlement information.
- Assist clients with paperwork, form-filling and benefit applications where necessary.
- Liaise with settlement agencies in other communities to coordinate settlement support.
- Perform other relevant duties as assigned or required.

### **REQUIRED QUALIFICATIONS AND SKILLS:**

Post-Secondary Degree or Diploma required, with a degree in a social service field such as social work is preferred.

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- Minimum 2 years previous experience working with newcomers to Canada or other vulnerable populations.
- Strong ability to provide supportive counselling and referrals to clients.
- Proven ability to conduct group/information sessions.
- Demonstrated ability to establish rapport, credibility and build strong relationships with clients and colleagues and external stakeholders.
- Excellent communication, organizational and interpersonal skills.
- Must be a team player with ability to work with other staff to support multiple clients simultaneously.
- Must be detail oriented with ability maintain client data and generate program reports.
- Ability to show compassion and empathy to clients.
- Strong sensitivity and knowledge of issues facing refugees and asylum seekers.
- Strong ability to maintain client confidentiality.
- Ability to work in fast paced environment and meet deadlines.



- High proficiency in Microsoft Office Package (Word, Excel, Outlook, and PowerPoint).
- Ability to speak an African language and sensitivity to issues facing Black/African newcomers will be an asset.

**Remuneration:** Competitive Salary based on industry standards and experience, plus mandatory benefits.

Please submit your resume and cover letter in confidence to email below and reference **Settlement Counsellor** in subject line:

**Email:** [info@africancommunityservices.org](mailto:info@africancommunityservices.org)

**Deadline for Submitting Application:** March 20th, 2024

We thank all interested applicants; however, only those selected for an interview will be contacted. No Phone Calls, Please.