

## EXTERNAL POSTING

### **Rexdale Women's Centre**

#### **Job Posting Details: Settlement Counsellor – Arabic & Assyrian Speaking**

**Employer:** [Rexdale Women's Centre](#)

**Job term:** 35 hours/week (Full time)

**Deadline:** May 23, 2025

Rexdale Women's Centre requires an Arabic/Assyrian Speaking Settlement Counsellors to work with newcomers, refugees and immigrant women and their families. Counsellor will develop, implement and deliver services on settlement, violence against women. Services will be delivered one-on-one or in a group setting.

#### **Background:**

The Rexdale Women's Centre is a voluntary non-profit organization that provides a variety of services and programs to refugee and immigrant women and their families in a culturally sensitive, non-discriminatory and supportive environment where women and their families work together to provide for their own wellbeing.

**Reports to:** Program Coordinator -Orientation

#### **Responsibilities:**

- Provide information, referral and access counselling with regard to services such as health, housing, employment, training and education, legal aid, finance, social services, and immigration
- Assist clients in understanding and integrating into Canadian society, practices and procedures, way of life/life skills, institutions, laws, healthy eating etc.
- Act as a liaison between clients, government departments and cultural/community groups
- Plan and facilitate educational workshops/groups on settlement issues
- Document needs and gaps in services for newcomers
- Conduct community outreach to "hard-to-reach communities" and ensure maximum visibility of programs and services offered at the Centre to target groups
- Encourage volunteer participation; stimulate community discussion, support and network with those professional groups of similar interest to the targeted community and to work cooperatively in a staff team to advance the programs, services and work of the Centre
- Prepare regular reports; maintain effective documentation and other administrative requirements relevant to this position

#### **Qualifications:**

- University degree, College diploma or post-secondary education in a relevant human services field or an equivalent combination of experience and education.

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- 1-3 years experience assisting newcomers with settlement issues
- Group Facilitation and workshop preparation skills
- Excellent written and verbal communication skills **in English and Arabic/Assyrian languages.**
- Experience working with newcomers/immigrants, unemployed/underemployed, and socially isolated women.
- Understanding of barriers faced by ethno-cultural immigrants and newcomers.
- Well-developed professional skills in the areas of facilitation/educational curriculum delivery, volunteer development and supervision.
- Knowledge and ability to articulate an analysis of domestic violence as it is related to gender roles, socialization, the dynamics of power and control, and the effects of abuse on women and children
- Above average computer skills and knowledge of Word, email, Internet and data entry.

This is a full-time contract position, scheduled to work 35 hours per week (with evening and/or some weekend work)

**Start date: 15 June 2025**

RWC is an equal opportunity employer and subscribes to the Ontario Human Rights Act.

Thank you to all applicants for their interest in this position. However, only candidates selected for an interview will be contacted.

### **How to Apply:**

**DEADLINE: May 23, 2025,**

#### **Submit Resumes to:**

Hiring Committee for Arabic/Assyrian Speaking Settlement Counsellor

**21 Panorama Court, # 2300**

**Rexdale, ON M9V 4E3**

**EMAIL: [admin@rexdalewomen.org](mailto:admin@rexdalewomen.org)**



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**RWC is a United Way Member Agency**