



**Ottawa Community Immigrant Services Organization**  
Organisme Communautaire des Services aux Immigrants d'Ottawa

## **INTERNAL/EXTERNAL OCISO JOB POSTING**

**Position Title:** Employment Counsellor

**Status:** Summer 2025: July 2, 2025 – August 27, 2025 (8 weeks, 35 hrs/week)

**Reports to:** Chief Program Officer

**Location:** Various Locations

### **About OCISO**

OCISO supports immigrants on their journey to making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, building community through mutual respect and partnerships, and fostering healthy and inclusive spaces for open dialogue and healing.

### **Position Summary**

The Employment Counsellor plays a vital role in supporting our team. This position is responsible for providing employment information, guidance and support to OCISO clients. The role also completes various administrative tasks, including event planning, program and operational support.

### **Main Responsibilities:**

- Receives referrals, reviews referrals with Manager, and inputs information as necessary based on clients' linguistic profile, cultural background, and service needs
- Conduct intake, assessment and referrals for clients
- Manages external meetings, including invitations, agenda, minute taking, location set-up, catering requirements, and telephone support
- Facilitate one-one or group sessions
- Prepares statistical records and reporting as required
- Maintains and updates electronic and paper filing systems
- Support program delivery
- Assists and executes any other duties as required by the Program Manager

### **Candidate Eligibility**

The funder requires that successful candidates be:

- Between 15 and 30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations

**Please note: International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.**

**Qualifications:**

- Enrolled as a post-secondary student in the previous academic year and intending to return to school full-time in the next academic year
- Enrolled in post-secondary social sciences, business administration, HR related courses and equivalent experience
- Experience in working with diverse cultural backgrounds
- Sound knowledge of different issues facing newcomers to Canada, specifically refugees and immigrants
- Strong facilitation and public speaking skills
- Flexibility regarding work location
- Strong work ethic, leadership and the ability to multi-task
- Strong communication, interpersonal, organizational and time management skills
- Fluency in written and spoken English is essential
- Ability to speak other languages that are spoken by the diverse communities in Ottawa is an asset
- Ability to work with a diverse youth group in a sensitive, respectful and non-judgmental manner
- Ability to work as a team member, individually, and with minimal supervision

**Salary:** \$17.20/hour

**How to Apply:**

Please send the following documents to HR Department at: [recruitment@ociso.org](mailto:recruitment@ociso.org), by June 24, 2025 by 12:00 p.m. (EST). Rolling interviews will be conducted.

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.