



REXDALE WOMEN'S CENTRE JOB POSTING

INTERNAL AND EXTERNAL

Position: Settlement Counsellor- Assyrian/Arabic Speaking
Hours Per week: Relief position at 30 hours per week until end of August 2026 with possibility of extension.

Rexdale Women's Centre requires an Arabic/Assyrian Speaking Settlement Counsellors to work with newcomers, refugees and immigrant women and their families. This role includes conducting needs assessments, providing counselling, and connecting clients with community resources. Settlement 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 – Settlement Services

Responsibilities:

- Provide information, conduct needs assessment, referral and counselling about services such as health, housing, employment, training and education, finance, social services, and immigration
- Assist clients in understanding and integrating into Canadian society, practices and procedures, way of life/life skills, institutions, laws
- Act as a liaison between clients, government departments and cultural/community groups
- Collaborate and build partnership with other service providers based on program needs
- Plan, organize and facilitate group activities to address diverse needs of clients 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
- Prepare regular reports; maintain effective documentation and other administrative requirements relevant to this position
- Other duties as assigned

Qualifications:

- College Diploma in Social Services Work, or University degree in Social Work or related field or post-secondary education in a relevant human services field or an equivalent combination of experience and education.
- 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.
- Valid Drivers License would be an asset
- Criminal Reference Check

This is a Relief position, scheduled to work 30 hours per week (with evening and/or some weekend work) until end of August 2026 with possibility of extension

DEADLINE: May 29, 2026,

Submit Resumes to:

Hiring Committee for Arabic/Assyrian Speaking Settlement Counsellor

21 Panorama Court Suite #2300

Rexdale, ON M9V 4E3

EMAIL: admin@rexdalewomen.org

**Only applicants who will be interviewed are contacted
RWC is an equal opportunity employer and subscribes to
The Ontario Human Rights Act.
RWC is a United Way Member Agency**