

INTERNAL & EXTERNAL JOB POSTING

**Refugee Pre-Arrival Settlement Counsellor
Short-term contract to end March 2026**

ISANS is seeking a part-time **Refugee Pre-arrival Settlement Counsellor** to provide settlement and pre-employment courses and services to assist pre-arrival refugees enhance their ability to integrate into the Nova Scotian society and labour market. Responsible for providing settlement services using client centered and trauma informed approach. This position will also deliver employment-related information when needed. Reporting to the Supervisor & Manager, Innivation & Strategic Partnerships, this position will be responsible for:

Duties and responsibilities:

- Conduct individual settlement sessions through different platforms with pre-arrival clients
- Develop a collaborative action plan for each client based on identified needs and supports required
- Support in navigating the system and providing referrals to appropriate internal or external resources.
- Facilitate and coordinating workshops and information group sessions on pertinent settlement issues.
- Provide preliminary employment-related pre-arrival services as needed
- Follow up with clients as required, making sure the transition from pre to post landing services are completed and on time
- Refer clients to other pre-arrival programs and services based on their needs
- Organize and facilitate pre-arrival networking events for refugees
- Maintain accurate records and reports to ensure program accountability
- Play an active role in the program evaluation process
- Collaborate across teams within ISANS to offer wraparound supports to clients
- Additional job-related duties as required

General responsibilities:

- Providing information as required for internal/external reports and proposals.
- Reviewing and adhering to ISANS workplace policies and procedures.
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position.
- Participating fully in regular staff meetings, team meetings, training and development and ISANS events.
- Performing other duties as required.

The ideal candidate for this position will be comfortable working in an online environment (video conferencing, communication via apps, etc.) and will have the following:

Education

- Bachelor's Degree or
- An equivalent combination of education and experience will be accepted.
- Adult Education /training certificate an asset
- Counselling Certificate an asset

Experience

- 2 years' experience in a similar position providing settlement and employment counselling, knowledge of immigration and settlement services and programs is considered an asset
- Experience with online and distance learning utilizing online platforms
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred.
- Experience in group facilitation and presentations
- Experience with networking and outreach, building partnerships with community organization or

service providers.

Knowledge

- Understanding and knowledge of adult education principles
- Knowledge of local activities, programs and community organizations that serve the immigrant population.

Skills

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organizational skills
- Proficient with MS Office applications
- Additional languages an asset

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Short-term contract to March 31, 2026
- Part-time, 28 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance.

Commencement Date: ASAP

Closing Date: Wednesday May 1 ,2024- 4.00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.