



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to be a national leader in transitioning immigrant women to success in Canada. We are seeking an individual who shares our values of Equity, Excellence, Collaboration, Inclusiveness and Empowerment.

Empower Immigrant Women. Enrich Canadian Society.

Family Counsellor
Full Time – 37.5 hrs per week
Competitive salary and benefits package

SUMMARY OF POSITION

The Family Counsellor is responsible for providing supportive and culturally sensitive short-term counselling for immigrant women, men and their families. The counsellor also provides referrals and other needed services to clients experiencing family violence and/or conflicts at home.

DUTIES AND RESPONSIBILITIES

- Conduct intake and assessment of clients
- Provide crisis, short-term counselling and group facilitation
- Refer clients to different social service agencies and advocating on their behalf as required
- Provide follow-up services for the clients
- Maintain clear communication with different social service agencies involved with victims of abuse, i.e. attend inter-agency outreach meetings, as directed
- Participate in interviews, training and arrangements for the family conflict program volunteers, as assigned
- Supervise client interactions on a case-by-case basis
- Involved in the customization and facilitation of support groups
- Ensure all client data entry is completed in the CMS and iCARE
- Make appropriate referrals to different community resources as required and do regular follow-ups with all the clientele served
- Attend and participate in CIWA events
- Work evening and weekend shifts when required
- Other duties as assigned by the Department Manager including requests for additional paid hours on a temporary basis when needed

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- An undergraduate degree in social work or psychology is required
- A master's degree in social work or psychology is considered an asset
- Post-secondary training in counselling with practical work experience in the area of family conflict and violence
- Experience in post-traumatic stress counselling is a strong asset
- A broad knowledge of and experience with immigrant women's issues

- Must demonstrate time-management abilities and have proven problem solving and decision-making skills
- Excellent communication skills (both written and verbal) and ability to work in a team environment are essential
- Experience with report writing is essential
- Ability to work evening and weekend shifts when required
- A valid driver's license and reliable vehicle is required
- Second language is an asset

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check, Child Intervention Record Check

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.