



Helping Survivors of Torture Since 1977

# CANADIAN CENTRE FOR VICTIMS OF TORTURE

## JOB POSTING (Internal/External) SETTLEMENT COUNSELLOR CONTRACT

The Canadian Centre for Victims of Torture is looking for an experienced person to fill the position of Settlement Counsellor to replace staff on maternity. The Albanian Settlement Counsellor is part of a flexible team who deliver services to torture survivors and their families. This position involves traveling as well as evening and weekend work. Fluent (written and spoken) English and Albanian.

### Duties

- Completes intake and assessment of potential clients to determine eligibility for CCVT services.
- Provides counselling support as required, makes referrals to appropriate service provider (e.g. legal, medical, housing, immigration, education, employment, etc.)
- Organizes and oversees the functioning of weekly client support group.
- Identifies and connects with potential partner organizations.
- Provides client services at partner agencies and satellite locations, in addition to CCVT's main office.
- Prepares and delivers public education presentations on CCVT activities.
- Maintains documentation on client files ; updates Service Registry regularly.
- Prepares reports on volume and effectiveness of client services, as per CCVT's requirements.
- Participates in the preparation of CCVT special events (5-6/year).
- Required to work flexible hours including evenings and weekends.

### Qualifications:

- Post secondary degree in social science, or health-related field, and/or three years experience as a settlement counsellor.
- Experience working with community organizations, or NGOs, or mental health related field.
- Knowledge of refugee and immigrant issues.
- Experience in group facilitation and public speaking.
- Able to work as a team member, independently and with people of diverse social identities.
- Experience with word processing, internet and basic data management programs.
- Flexible, as some traveling , evening and weekend work is required.

CCVT encourages applications from individuals reflecting the diversity of our community. We thank all applicants for their interest in CCVT. However, only candidates selected for an interview will be contacted. **NO TELEPHONE CALLS PLEASE.**

**DURATION:** One year contract to replace staff on Maternity  
**SALARY RANGE:** \$49,929.00- \$52,000.00  
**POSTING DATE:** June 9, 2008  
**CLOSING DATE:** June 24, 2008

If you are interested, please quote Reference #008-09 and send your resume with a covering letter to:

The Hiring Committee  
C/o Mr. Mulugeta Abai,  
Executive Director, CCVT  
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Toronto, Ontario. M5B 2B7  
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