

# REXDALE WOMEN'S CENTRE JOB POSTING

**Position:** Counsellor  
**Start Date:** January 5, 2008  
**Salary:** \$20.60 to \$22.11 (depending on experience)  
**Hours Per week:** 28 hours per week (evening and weekend work required)  
**Background:** Gujarati Speaking

The Rexdale Women's Centre (RWC) is a community based, non-profit organization providing services to high-need women and their dependents. RWC is seeking to hire a Counsellor to provide services for women, immigrant women, refugee women and women of diverse cultures.

Counsellor will develop, implement and deliver services on violence against women, pre-employment and parenting skills. Services will be delivered one-on-one or in a group setting.

## **Reports to:**

Social Services Manager for the development and implementation of programme services and community development / networking within a given community.

## **Main Duties:**

1. Direct and information and referral service work with women, immigrant women, refugee women and women of diverse cultures.
2. Group work
3. Advocacy
4. Mediation
5. Presentations (in collaboration with community partners)
6. Community development and outreach
7. Programme development
8. Supervision of volunteers and or students
9. Administration and statistical information gathering and reporting
10. Conduct workshops

## **Qualifications:**

- 1) Post Secondary Education: College Diploma in Social Work, or University degree in Social work, or two to three years related experience
- 2) Proven experience working with women, immigrant women, refugee women and women of diverse cultures
- 3) Proven group work and facilitation experience
- 4) Proven knowledge of violence against women and children, and the social and resource systems and structures
- 5) Well-developed knowledge and sensitivity of settlement, social and cultural issues and barriers experienced by women, immigrant women, refugee women and women of diverse cultures
- 6) Proven knowledge of services available to immigrants and refugees
- 7) Self-motivated, able to work well independently with minimal supervision
- 8) Excellent interpersonal skills
- 9) Proven administrative and computer literacy skills
- 10) Able to work flexible hours and evenings, and weekend work
- 11) Excellent written and verbal communication skills in English and Gujarati languages and good understanding of the cultural framework
- 12) Valid Drivers License would be an asset

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**Special note to interested applicants:  
Counsellors will be working with vulnerable groups; therefore, candidates  
selected for employment must undergo T.B. and Criminal Reference Checks.**

**DEADLINE: 4:00 P.M. 16 December 2008**

**Please Submit Resumes to:**

**COUNSELLOR HIRING COMMITTEE  
(PLEASE SPECIFY CULTURAL OR LANGUAGE GROUP)  
C/O REXDALE WOMEN'S CENTRE  
23 WESTMORE DRIVE, SUITE #400  
ETOBICOKE, ONT M9V 3Y7**

**OR VIA EMAIL TO:  
admin@rexdalewomen.org**

**NO TELEPHONE CALLS PLEASE**

**Only applicants who will be interviewed will be contacted.**

**RWC is an equal opportunity employer and subscribes to the Ontario Human  
Rights Act.**



**RWC is a United Way Member Agency**