



UKRAINIAN CANADIAN SOCIAL SERVICES (TORONTO) INCORPORATED
СУСПІЛЬНА СЛУЖБА УКРАЇНЦІВ КАНАДИ - ФІЛІЯ ТОРОНТО

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EMPLOYMENT OPPORTUNITY

TITLE: SOCIAL WORKER / COUNSELLOR (permanent, full time)

PURPOSE:

In accord with the mission and policies of UCSS (Toronto), the counsellor provides information, referral and short-term supportive counselling services to those who request such assistance.

POSITION OVERVIEW:

As the primary respondent to requests for services from UCSS (Toronto), the Counsellor has responsibility for decision-making regarding such requests and for being informed about alternative resources in the community to which some persons might get referred.

Responsibilities will include:

- i) Clarifying the social/health needs of prospective clients and identifying whether the agency can assist the individuals to meet their needs
- ii) Responding to requests from other service providers regarding social/health issues in the Ukrainian-Canadian community and the role of UCSS in relation to these issues
- iii) Providing interpretation and translation support on behalf of clients, advocacy with other service providers, assistance in completing forms, helping with settlement and integration and assistance with employment readiness, life skills and housing problems
- iv) Maintaining case records and statistical information as required to log daily activities and outcomes
- v) Preparing quarterly service statistics and reports, and statistical summaries as required
- vi) Liaising with existing social and health service providers to ensure mutual information sharing about social/health issues and available services and/or resources
- vii) Supervising interns and student staff hired for summer projects as required
- viii) Undertaking other duties as assigned by the Executive Director, from time to time.

REQUIRED QUALIFICATIONS:

The successful candidate will have the following:

- BSW certified with the Ontario College of Social Workers
- SSW certified with the Ontario College of Social Workers
- Computer proficiency with software programs (Word, Excel, PowerPoint, Outlook)
- Problem solving, analytical and counselling skills
- Fluency in both Ukrainian and English
- Cultural sensitivity to the Ukrainian-Canadian environment
- Well-developed interpersonal skills to work with a variety of staff, volunteers and service providers in the voluntary and governmental sectors
- Fluency in other Slavic languages an asset

REPORTING RELATIONSHIP:

- This position reports directly to the Executive Director.

RATE OF PAY: To be negotiated.

APPLY WITH A COVER LETTER AND RESUME TO:

Victor Hetmanczuk
Executive Director
Ukrainian Canadian Social Services (Toronto)
Fax: (416) 763-3997
Email: toradmin@ucss.info

APPLICATION DEADLINE: Monday March 15, 2010 (midnight)

We thank all candidates for their applications. Only those who are short-listed will be contacted.