



## **Kababayan Multicultural Centre**

1313 Queen St. West, Toronto, ON, M6K 1L8

Bathurst-Finch Hub, Suite 117/119, 540 Finch Avenue West, Toronto, ON, M2R 1N7

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**Job Posting:** Program Counsellor (Part-Time)

**Organization:** Kababayan Multicultural Centre

**Position:** Program Counsellor (Women's and Senior's Program)

**Hours:** Part-Time (20 hours/week)

**Salary:** \$22.00/ hour

**Location:** 1313 Queen Street West/ 540 Finch Avenue West

### **About Us:**

Kababayan Multicultural Centre (KMC) is a dedicated non-profit settlement organization that aims to empower the immigrant community by providing effective and client-centered programs and services accessible to all. We are committed to helping newcomers and immigrants start their new life in Canada by providing relevant information and services such as newcomer orientation sessions, settlement and employment counselling, skills training, English conversation circles, community connections and more.

### **Job Description:**

We are seeking a dedicated and compassionate Program Counsellor to lead our Women's and Seniors Program. This role is vital in promoting personal growth, belongingness and community connections among women and seniors in the community through group sessions, recreational activities and individual check-ins. The ideal candidate will have a passion for community service, a deep understanding of the challenges faced by these groups, strong presentation and organizational skills, and flexibility to adapt to changing needs.

### **Key Responsibilities:**

- Plan, coordinate, and facilitate group sessions tailored to the needs of women and seniors, promoting personal growth, belongingness and community connections
- Create and deliver tailored presentations for program participants, in-person or online
- Conduct individual check-ins to assess the needs of participants and provide appropriate support and referrals, ensuring their well-being
- Invite and coordinate guest speakers to deliver information sessions to program participants
- Develop and maintain relationships with partner organizations, community groups, and service providers to enhance program offerings and reach
- Organize and coordinate logistics for recreational trips and activities for seniors, addressing social isolation and promoting their-wellbeing
- Work closely with other staff members and volunteers to ensure the smooth operation of the program, including client referrals, follow-ups, participant registration, feedback collection or other admin-related tasks
- Monitor and evaluate program effectiveness, making adjustments as necessary to meet the evolving needs of participants and achieve program goals.



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- Keep administrative records of services and activities, prepare necessary reports and input using KMC's database
- Manage the program budget, ensuring efficient use of resources and adherence to KMC and funder guidelines.
- Actively participate in staff meetings and professional development opportunities
- Perform other duties as required.

### **Requirements:**

- Post-secondary education in social work, community development or a social service-related discipline.
- Minimum of one-year experience in social service delivery, experience with women, caregivers and seniors an asset
- Demonstrated knowledge of issues affecting immigrants, particularly women, caregivers and seniors
- Excellent communication and interpersonal skills, with a proven ability to establish rapport with members, staff, clients and volunteers
- Excellent presentation and facilitation skills, with a demonstrated ability to engage and educate audiences effectively
- Strong organizational and planning skills, with the ability to manage multiple tasks and priorities effectively.
- Creative problem-solving skills and the ability to adapt to changing needs and circumstances.
- Self-directed, self-motivated and able to work independently and as part of a team.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook etc.), Internet and a willingness to learn and use a range of digital tools & platforms
- Flexible work hours, including evenings and weekends
- Ability to communicate in Tagalog is an asset
- Quick learner, team player and self-motivated

### **Application Process:**

Please submit your **resume** and **cover letter** to [info@kababayan.org](mailto:info@kababayan.org)

Kababayan Multicultural Centre is an equal opportunity employer. We welcome applications from all qualified individuals.

**Application Deadline:** March 17, 2024, 5:00 pm