Social Enterprise for Canada is seeking candidates for the position of:

Mobile Unit Facilitator

Mobile Unit staff provide solution-focused support to immigrants living in northern York Region and Simcoe County so they can access, integrate and participate fully in Canadian life. The Mobile Unit Facilitator works with clients to identify key integration needs, develop a defined action plan, and provide or coordinate the delivery of, or access to, the appropriate services. This position also supports clients through the development and facilitation of relevant group sessions and community engagement activities. The team is responsible for developing and maintaining professional relationships with municipal governments, community-based agencies and business partners so that a full range of complementary services can be available to newcomer clients. The Mobile Unit program operates 12 months of the year in rural and remote communities in Ontario. This is a full-time position based on annual renewal of program funding.

Location: Welcome Centre for Immigrant Services, Newmarket
16655 Yonge Street, Unit #26

Hours: 35 hours per week, Rotational 12 hour shift, compressed work week, with occasional weekend work. $47,320 Annually

Education:
- College diploma or university degree in social work, community development, or combination of related discipline and experience

Technical Skills:
- Proficiency with Microsoft Office Suite, with advanced skills in Outlook, Excel, Work and PowerPoint
- Demonstrated ability to use case management databases
- Operation and maintaining office equipment; Ability to troubleshoot and utilize technical equipment both on and off-site

Related Experience:
- 3 years of experience working with immigrants in a social service or employment setting
- Understanding of immigrants experience in rural and small urban settings, with knowledge of Simcoe County and northern York Region communities
- Excellent verbal communication and group facilitation skills; experience in community relationship development
- Ability to facilitate meetings and group sessions in-person and through virtual technology
- Excellent organization and time management skills; ability to prioritize tasks and adhere to deadlines
- Proactive approach to tasks with the ability to anticipate upcoming challenges
- Ability to work remotely while contributing to a team atmosphere in a dynamic, complex environment
- Knowledge of strategic planning and ability to self-manage with minimum supervision
- Demonstrate proficiency with computer software, including database management and Microsoft Office with the ability to learn new computer software

Other:
- Valid G-class driver's license and use of a reliable vehicle
- Required driving to rural and remote communities in Ontario with winter driving conditions
- Current and clear Vulnerable Sector Screening
- Multiple language capacity will be considered a strong asset (preference: Arabic, Mandarin or Russian)
- Physically able to complete packing, lifting, walking and other physical demands required for the full set-up and take-down of satellite office systems and equipment, up to 40 lbs.
All interested candidates should submit a cover letter and resume to the attention of the Hiring Committee by email to: human.resources@socialenterprise.ca

Please quote File # WCNA1017 in your cover letter and subject line. We thank all candidates for their interest; however only those selected for an interview will be contacted.

* No telephone inquiries please. *

**Deadline: October 31, 2017**

Social Enterprise for Canada, 17705 Leslie Street, Unit 11, Newmarket, Ontario L3Y 3E3.
SEC is an equal opportunity employer.