

Job Posting

CARE Centre for Internationally Educated Nurses is a non-profit organization dedicated to helping internationally educated nurses become licensed to practice in Ontario.

We are currently seeking a highly motivated, dynamic individual with a strong client service orientation for the position of Part-time Case Manager. This is a .67 position (25 hours per week) working out of our Brampton office.

Position: Case Manager

Reports to: Program Manager

Location: Brampton

Key Responsibilities: Reporting to the Program Manager and working closely with the team, the case manager is responsible for providing direct client services to internationally educated nurses. As an active member of the staff team key responsibilities include:

- Providing guidance, support, information/referral, and resources
- Maintaining a client case load providing 1:1 supportive counselling to IENs as they work towards registration and employment
- Assisting clients as they prepare to write the nursing registration examinations and enter practice in a Canadian health care setting
- Advocating for clients
- Facilitating information sessions and professional development workshops
- Conducting outreach initiatives and community presentations
- Contributing to the richness of team diversity by using your own area of expertise to support colleagues and members in both formal and informal ways
- Participating in case conference meetings and team meetings
- Maintaining comprehensive client records

Qualifications:

- Degree/diploma in nursing, social services or employment counselling
- 2 years of experience in nursing, case management, counselling; or equivalent combination of education and experience
- Good understanding of current CNO registration requirements, Canadian academic and healthcare system, and barriers facing IENs
- Demonstrated abilities in program planning, community outreach, partnership development
- Strong organizational, problem solving, interpersonal, counselling, facilitation and moderation skills
- Excellent English oral/written communication and public presentation skills
- Cross cultural competency and experience working with people from diverse ethno-cultural backgrounds
- Computer proficiency, including good knowledge of Microsoft Office suite of products

Working Conditions: Flexibility within program working hours.

Closing Date: Friday February 23, 2018 5:00 p.m.

The successful candidate must have a clear criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with the *Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

CARE Centre is committed to diversity in the workplace.

Qualified applicants should send their cover letter and resume by the closing date to:

**Cory LeBlanc
CARE Centre for Internationally Educated Nurses
620 Wilson Avenue, Suite 200, Toronto ON M3K 1Z3**

OR

Email: cleblanc@care4nurses.org (please quote "Case Manager Applicant" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.