

POSITION TITLE: Vocational Mentor
PURPOSE: Integration into the workplace culture.
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> • One on one contact with new immigrants in the community • Ability to be a resource person • Ability to have immigrant job shadow • Assist with networking • Ability to familiarize a newcomer to Canadian job culture • Initially assist in daily routine of work culture
TIME REQUIREMENTS: <ul style="list-style-type: none"> • flexible • Availability during the daytime/evenings and/or on weekends
SKILLS AND QUALIFICATIONS: <ul style="list-style-type: none"> • Must be a professional • Multilanguage and multicultural skills an asset • Interest in working with immigrants
TRAINING: <ul style="list-style-type: none"> • Volunteers will be oriented to the agency and will receive training relevant to the position. • Ongoing support provided
ACCOUNTABILITY You will be responsible to Community Resource Director
EXPECTATIONS: <ul style="list-style-type: none"> • All volunteers are asked to: • Commit to 6 months of mentoring • Abide by JFSC policies & procedures • To attend orientation and training workshops as necessary • To participate in evaluations • To maintain confidentiality
BENEFITS: <ul style="list-style-type: none"> • Receive continuing education regarding immigrants and their issues • Work record of hours for job references. • Social events and volunteer recognition
OTHER: <ul style="list-style-type: none"> • Security checks
For further information call Karen Greenberg, 403-287-3510