



Ottawa Community Immigrant Services Organization  
Organisme Communautaire des Services aux Immigrants d'Ottawa

## **INTERNAL/EXTERNAL OCISO JOB POSTING**

### **Job Title: Multicultural Liaison Officer (MLO)**

**Term: Full-time, term contract from March-August 31, 2010**

**Reports to: Manager of the MLO program.**

#### ***About OCISO***

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

#### **Position Summary**

The Multicultural Liaison Officer (MLO) provides settlement needs assessment, information and referral services for immigrant and refugee families and children at school sites, the Ottawa library, and community health and resource centres. Their duty is to provide cross-cultural information for staff at the schools and other service providers who interact with immigrants and refugees as well as facilitate the cross-cultural communication between schools and immigrant and refugee families and children.

#### **Main Responsibilities:**

- Provide settlement needs assessment, information and referral services for immigrant and refugee parents.
- Provide cross-cultural information for staff at the Ottawa Carleton District School Board (OCDSB).
- Help facilitate the cross-cultural communication between OCDSB schools and immigrant and refugee families and children.
- Work with the school staff to facilitate constructive and culturally sensitive links between

#### **Administration d'OCISO Administration**

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#### **OCISO Main Office/Siège Social**

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#### **OCISO LINC - South/Sud**

1800 rue Bank St., 3<sup>rd</sup> Floor  
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Tel: (613) 249-9634

Fax: (613) 249-9642

#### **OCISO LINC - East/Est**

225-225 rue Donald St.  
Ottawa, ON. K1K 1N1

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them and immigrant/refugee families.

- Facilitate the access of immigrant families to OCDSB schools and other services.
- Develop and present workshops to increase immigrant parents' knowledge of getting involved in schools.
- Research alternative models of service delivery and propose adaptations to improve the existing ones.

**Qualifications:**

- Post-secondary education in social sciences, education, or a related field or the equivalent experience.
- Knowledge and experience in community outreach, development and social services delivery.
- Demonstrated ability to work with immigrant communities and schools.
- Familiar with and knowledgeable about Ontario Education System.
- Familiar with and knowledgeable about OCDSB schools, policies and practices.
- Proven extensive skills and experience in workshop development and facilitation.
- Advanced computer skills are essential.
- Self-motivated, able to work independently with minimal supervision.
- Fluency in written and spoken English is essential.
- Fluency in written and spoken Arabic language is essential.

Please send a cover letter and a resume to Alia Al-Shalchi, H.R. and Admin. Coordinator: [hr@ociso.org](mailto:hr@ociso.org) fax (613) 725-9054, by 5:00pm on February 26, 2010.

No phone calls please. Only those offered an interview will be contacted.