

## **Job Posting – Case Manager, Toronto/Kingston**

### **Full Time Position- (37.5 hours/week)**

We are looking for an individual who is able to work closely, flexibly and energetically with a small staff team in a principled and pragmatic way in working towards the achievement of the CARE Centre's vision, mission and goals. The successful candidate will be required to work with our Toronto and Kingston clients.

CARE Centre for Internationally Educated Nurses (IENs) has supported over 4,500 nurses from more than 100 countries to become registered in the province since 2001. CARE Centre is funded by the Ontario Government and the Government of Canada. A non-profit organization, CARE Centre provides IENs with a continuum of services to support them to be successful. CARE Centre recognizes the value of nurses with diverse education and experience and is committed to advocating for their full contribution to Canada's labour market. For more information, visit the website at [www.care4nurses.org](http://www.care4nurses.org).

### **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 who join the CARE Centre. As an active member of the staff team key responsibilities include:

- Providing guidance, support, information/referral, and resources reflecting the mission and goals of CARE Centre to IEN's to enable individuals to meet their professional goals
- 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 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 in Nursing, Education, Social Services with experience in health care, settlement or education.
- Highly developed case management skills
- Keen understanding of the barriers faced by IENs in Ontario and a demonstrated capacity to develop and implement programs to effectively respond to these barriers
- Experience in, and understanding of, the Ontario health care system
- Cross cultural competency
- Demonstrated facilitation skills
- Strong counselling skills
- Excellent communication skills in English – written, verbal and presentation skills
- Program planning skills and experience
- Ability to work flexibly within a dynamic and highly evolving environment
- Demonstrated organizational, problem solving, interpersonal and team skills
- Demonstrated experience and commitment to maintaining electronic client data base

**Salary:**

Commensurate with skills and experience

Please send a resume with cover letter by Friday, October 22nd, explaining how your experience has prepared you for this position to:

CARE Centre for Internationally Educated Nurses

email: [cleblanc@care4nurses.org](mailto:cleblanc@care4nurses.org)

(please include Case Manager in the subject line)

We thank all applicants for applying. Only those selected for an interview will be contacted.

CARE Centre is committed to diversity in the workplace