

Case Manager-Job Posting-Windsor, Ontario (Hybrid position)

Part time & Full-Time Position

We are looking for an individual who can work closely, flexibly, and energetically with a small staff team in a principled and pragmatic way, working towards achieving the CARE Centre for Internationally Educated Nurses' (CARE Centre) mission, vision, and goals. The successful candidate must work with our clients from all regions in Ontario, with a focus on Windsor and surrounding regions.

CARE Centre has supported over 7,000 internationally educated nurses (IENs) from more than 100 countries to relaunch their nursing career 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 IENs with diverse education and experience and is committed to advocating for their full contribution to Canada's labour market. For more information, visit our website at www.care4nurses.org.

Key Responsibilities Reporting to the Program Manager and working collaboratively with the CARE Centre team and external educational, professional, and community partners, the Case Manager provides accurate information, effective guidance, and support to enable IENs to meet their individual professional goals and successfully enter the nursing profession in Ontario using a case management model.

Client Management and Services

- Conduct screening, intake, and assessment for clients based on CARE Centre's enrollment requirements as identified in the Program Manual
- Facilitate completion of the Nursing Readiness Assessments (NRA) and provide timely and appropriate feedback to clients
- Guide clients through the analysis and interpretation of College of Nurses of Ontario (CNO) letters, including Letters of Assessment, the registration process (RNCCAP, CAS, academic pathways, language fluency, and nursing currency), etc.
- Assess clients' financial, psychosocial, and settlement needs and provide information and referrals for funding applications or community agencies, as appropriate
- Assess clients' language needs and make referrals to CARE Centre courses and/or language deliveries in the community, as appropriate
- Develop an individualized CARE Centre action plan based on the results of the assessment and consideration of all appropriate resources for the client
- Monitor the progression of the plan on a regular and ongoing basis and revise the plan as needed
- Provide post-exam analysis and create appropriate learning plans for clients
- Assist clients with job search tasks (resume writing, interviewing skills, labour market research) directly or through referral to appropriate community-based agencies
- Provide character references for clients

- Intercede and/or advocate for clients with Ontario Works (OW), CNO, settlement service agencies, academic institutions, and other community partners, as needed
- Assist the client in developing cross-cultural competencies and the ability to manage acculturation issues, particularly in the workplace

Outreach

- Implement CARE Centre's community-based outreach strategy through developing relationships with, and promoting awareness of CARE Centre services to, a range of organizations, and support the Executive Director and Program Manager in building alliance or regional partnerships, as appropriate
- Outreach to the network of organizations to advocate for IEN's position, or identify new or innovative services for IENs, as appropriate

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 counseling 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 an electronic client database

Salary Range:

\$63,050 to \$81,900 (pro-rated to specified amount of hours)

Please send a resume with a cover letter by *September 30, 2025* explaining how your experience has prepared you for this position to:

CARE Centre for Internationally Educated Nurses

email: cleblanc@care4nurses.org (please include **Case Manager Windsor and surrounding regions** 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.

The successful candidate will work both in office and at home.