



Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

EMPLOYMENT OPPORTUNITY

N.E.E.D.S. Inc. is pleased to invite applications for the following position:

Position Title: Employment Settlement Worker in Schools

Service: Employment Services

Position Type: Full-time (35h/week)

Hours of Work: Mondays – Fridays, daytime/evenings and occasionally Saturdays (must be available to work anytime between 8am – 9pm)

Salary: Based on a combination of education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for *Employment Settlement Worker in Schools* position in our Employment Services. Employment Settlement Worker in Schools staff will work directly in person with clients in selected schools in Winnipeg. Will facilitate programming to help newcomer immigrant and refugee youth develop communication and employability skills through individualized coaching and group workshops. The Employment Settlement Worker in Schools will also connect clients to different resources in order to enhance their academic and pro-social skills.

Main Job Responsibilities include:

Services:

- Work directly with youth in selected schools in Winnipeg to develop their communication and employability skills
- Develop and deliver employment-focused individual and group services to meet the needs of newcomer immigrant and refugee youth at N.E.E.D.S. Inc.
- Regularly communicate and collaborate with school administration and Managers at N.E.E.D.S. Inc. to ensure appropriate service delivery
- Facilitate access for newcomer youth and families to school activities, committees, councils and associations
- Work directly with newcomer children, youth and their families. Develop supportive and productive relationships
- Make appropriate psychosocial referrals as needed
- Make appropriate referrals to community resources and partners as needed

Administrative:

- Accurately building and maintaining client files in an effective and confidential manner
- Keeping accurate daily records of participants including registration and attendance
- Completing required monitoring and reporting activities
- Participating in required staff meetings
- Operating in accordance with the policies, guidelines, and protocols of the service and partner organizations.
- Regularly communicating and collaborating with the school administration and the Managers at the NEEDS Centre to ensure appropriate service delivery
- Other duties as assigned

Skills and Education Requirements:

- Post-secondary education in related fields or equivalent combination of education and experience
- Able to work cross-culturally with people from diverse cultural and religious backgrounds
- Experience working independently under minimal supervision as well as in multi-disciplinary teams
- Understanding of the Manitoba Education System (supports, policies, procedures, etc.) as it relates to newcomer children, youth and families
- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Able to establish and maintain effective working relationships with diverse individuals and cultures, school staff, students, families and community agencies
- Excellent communication (oral and written) and organizational skills
- Able to work under pressure in fast paced environment and manage crisis and conflict effectively
- Able to provide current criminal record check and child abuse check at start of employment

Assets:

- Able to work from a Trauma Informed Perspective
- Understanding of the impact war and conflict on children, youth, families and communities
- Understanding of the impact on poverty on children, youth and families
- Knowledge of community resources designed to support newcomer children, youth and families
- Additional languages other than English
- Current First aid, CPR training and Non-Violent Crisis Intervention (NVC)

Benefits:

- Health benefits package through Blue Cross (after 6 months probation period)
- Pension Plan (after 6 months probation period)
- Outstanding sick and vacation benefits
- Training and career development opportunities

Please submit a resume and cover letter explaining your interest, qualifications, language ability, and salary/wage expectations by ***Tuesday, May 31st, 2022***

Attention: Human Resources
Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.
251 A Notre Dame Avenue, Winnipeg, MB, R3B 1N8

Or via email at: HRneeds@needsinc.ca
(Please combine the resume and cover letter into one document)

Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc. encourages applications from qualified candidates who reflect the diversity of the population we work with.

Only candidates selected for a skill test/ an interview will be contacted.