



# 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:** French Facilitator

**Service:** Settlement Worker in School Services

**Position Type:** Full-time, 35 hours/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 a *French Facilitator* position in our Settlement Worker in School Services. The French Facilitator will work in a team environment facilitating orientation programming to newly arrived newcomer children and youth both in-person and remotely.

**Main Job Responsibilities include:**

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### Services:

- Assist in the development and facilitation of programming for newcomer children and youth in the areas of information, orientation, multiculturalism, social integration and pro-social skill development
- Develop supportive and productive relationships with newcomer youth and their families
- Provide support to children, youth and their families in person and remotely as needed
- Provide short-term, settlement-related support to newcomer youth and their families
- Provide interpretation to clients in French
- Translation of documents when required

### 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

**Skill Requirements:**

- Post-secondary education in related fields or an acceptable equivalent/combination of education and experience
- Excellent communication in French (oral and written)
- Good command of English (oral and written)
- Proven experience in facilitating group activities
- 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
- 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 of 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 French and 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 ***Friday, July 29<sup>th</sup>, 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](mailto: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 an interview/skills test will be contacted.**