



# 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:** INTRO Program Instructor

**Service:** Introduction to Canadian Education (INTRO) Program

**Position Type:** Full-time, 35 hours/week

**Hours of Work:** Weekdays

**Salary:** Based on education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for an Instructor position in our Introduction to Canadian Education (INTRO) Program. The INTRO Program provides school readiness programming, information and orientation and English language skill development to newly arrived refugee youth (ages 6-17) before they enter the Canadian School System. The INTRO Instructor will work in a team environment facilitating orientation programming to newly arrived newcomer children and youth.

### **Main Job Responsibilities include:**

#### **Programming:**

- Assisting in the delivery and facilitation of programming for newcomer children (ages 6 – 17 years) in the areas of education, safety, community, health, as well as multiculturalism, social integration and pro-social skill development
- Deliver lesson plans consistent with accepted teaching methods with the needs and level of the class (remotely/in person)
- Facilitate Intro curriculum using appropriate methods to meet the diverse learning needs of the classroom
- Ensure an anti-bias and respectful classroom atmosphere where clients are welcomed and are actively participating
- Adhere to childcare policy and procedures, including behavior management model, in accordance with all requirements
- Assisting in youth's transition into the Canadian education system and integration into Canadian society
- Provide support to children, youth and their families in person and remotely as needed
- Developing supportive and productive relationships with newcomer youth and families

#### **Administration:**

- Monitoring and reporting on activities, including observation of participants
- Accurately maintaining client observations in an effective and confidential manner
- Keeping accurate daily records of participants including registration and attendance
- Participating in case management and program meetings
- Submitting reporting requirements in a timely manner
- Completing other duties as assigned

**Requirements:**

- **Post-secondary education in Education**
- Experience in developing and facilitating culturally appropriate and EAL friendly classes/group workshops
- Experience working with newcomer children and youth
- Able to work cross-culturally with participants from diverse cultural and religious backgrounds
- Able to multi-task, problem solve and make decisions under pressure and think critically
- Proficient in Microsoft Office/Excel and other relevant technology skills
- Self-motivated and able to work independently and as a team
- Excellent communication (oral and written) and organizational skills
- Able to provide current criminal record check and child abuse check at start of employment

**Assets:**

- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Understanding of the impact of poverty on children, youth and families
- Experience in English as an additional language (EAL) instruction
- Additional languages other than English
- Current First aid, CPR training and Non-Violent Crisis Intervention (NVCI)

**Benefits:**

- Health benefits package through Blue Cross (after 6 months probation period)
- Pension Plan (after 6 months probation period)
- Outstanding holiday, 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, October 28<sup>th</sup> @ 4:00 p.m.*** to:

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 a skill test/ an interview will be contacted.**