



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: General Maintenance/Driver

Position type: Full-time (35 hours/week)

Hours of Work: Mondays – Fridays, days and evenings required and occasional weekends

Salary: based on experience and education

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for the **General Maintenance/Driver (with a valid Class 4 Driver's license or above)** position. N.E.E.D.S. Inc provides services for newcomer children, youth and families in the areas of education, employment, and after-school programming. The General Maintenance/Driver will be responsible for providing general maintenance within N.E.E.D.S. Inc. facilities and driving agency vehicles to transport clients.

Main Job Responsibilities include:

- Provide transportation to clients using agency's vehicles.
- Perform cleaning activities such as dusting, mopping, snow clearing etc.
- Perform minor fixes in the N.E.E.D.S. Inc. facilities, such as repairing broken locks, washrooms fixing, etc.
- Conduct other maintenance tasks as requested .
- Work closely with the Admin Manager to ensure safety of staff and participants by attending to and reporting maintenance issues.
- May assist in program activities, such as supervising clients and provide interpretation.
- Developing supportive and productive relationships with newcomer youth and their families
- Run errands such as dropping off and picking up things from/to staff, clients and stakeholders.
- Other duties as assigned.

Administrative:

- Completing required documentation in regards to performed tasks
- Participating in daily debrief and staff meetings
- Helping prepare and clean-up snacks and meals

Requirements:

- A valid Class 4 Driver's license or above is mandatory
- High School Diploma or an acceptable/equivalent combination of education and experience

- Ability to perform in a fast-paced work environment and to meet the defined physical activities like repetitive lifting, bending, and carrying up to 40 lbs.
- Must be able to maintain client confidentiality
- Excellent communication (oral and written) and organizational skills
- Must have strong active listening skills and good memory retention
- Able to multi-task, problem solve, make decisions under pressure
- Able to work cross-culturally with clients from diverse cultural and religious backgrounds
- Self-motivated and able to work independently as a team
- Able to provide current criminal record check and child abuse check at start of employment
- Able to provide a clean driver's abstract from MPI upon hiring

Assets:

- Speak, read, and write fluently in at least two languages, including English and one or more others.
- Able to work from a Trauma Informed Perspective
- Understanding of the impact war and conflict on children, youth, families and communities
- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Understanding of the impact on poverty on children, youth, and families
- 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 holiday, sick and vacation benefits
- Training and career development opportunities

Please submit a resume and cover letter explaining your interest, qualifications, and related experience by ***Friday, May 19th, 2023.***

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

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 will be contacted.