



## **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:** Settlement Worker in Schools

**Service:** Settlement Worker in School 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 a Settlement Worker in Schools position within our Settlement Worker in School Program. In this role, the Settlement Worker in Schools will work in selected school divisions in Winnipeg to support the orientation, connection, and integration of newly arrived refugee children and youth into their new school environments and the broader geographic community. The position also includes providing specialized assessments and delivering targeted programming to address school-related needs and help students successfully settle and thrive.

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

#### **Programming Responsibilities:**

- Work directly with newcomer children, youth, and their parents/guardians, managing an assigned caseload and providing short-term, settlement-related support that addresses school and settlement needs.
- Build and maintain supportive, productive relationships with newcomer students and families to strengthen engagement and successful integration.
- Support school reception, registration, and orientation processes; assist families with school registration and provide orientation to the Canadian education system through one-on-one and group sessions.
- Deliver in-person and/or virtual orientation services for small and large groups, on core settlement topics such as education, health, and community resources.
- Plan and facilitate after-school and family integration programming (e.g., cultural orientation, civic engagement, recreation, sports, and social connection activities) to support adjustment and community belonging.
- Conduct Intake Assessments to identify school-related needs and connect clients to appropriate supports.
- Provide wrap-around, school-based interventions for high-needs and vulnerable youth, including individualized assessments and targeted support plans.
- Make timely and appropriate referrals to community, settlement, and psychosocial resources, and follow up as needed to reduce barriers to access.
- Collaborate with teachers, administrators, and the wider school community to strengthen intercultural understanding, foster inclusive school environments, and support student success.
- Support students and families in navigating school systems, exploring post-secondary pathways, and accessing scholarships and relevant resources.
- Provide short-term, non-clinical counselling and stabilization support for clients facing urgent settlement-related challenges.
- Travel to school sites across Winnipeg and provide services in person or remotely, as required by program and client needs.

**Administrative:**

- Monitor and report on activities, including observation of participants.
- Prepare and provide required reports and necessary documentation in a timely manner, ensuring completeness and accuracy. Documentation may include, but is not limited to, registration forms, attendance records, participant notes, and iCare.
- Accurately build and maintain client files in an effective and confidential manner.
- Keep accurate records of participants, including but not limited to registration forms, attendance, participant notes, and incident reports.
- Participate in case management and program meetings.

**Skills and Education Requirements:**

- **Bachelor's degree in Education or Social Work** 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
- Strong knowledge of the Canadian education system and settlement-related topics, including cultural adjustment, conflict resolution, and mental health.
- Demonstrated ability to provide individualized support, conduct assessments, and deliver group programming that fosters community integration and cultural understanding.
- Excellent interpersonal, communication, and organizational skills, with the ability to build productive relationships across diverse cultural backgrounds.
- Proficiency in maintaining accurate records, preparing reports, and using client management systems.

**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 of 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 (NVCI)
- Valid driver's license and access to a reliable vehicle

**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 and related experience, including language ability, by **Wednesday, December 10, 2025 @4:00 pm.** 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.**