



CITIZENS' BRIDGE – EAL Instructor – English for Driving Program

The North End Community Renewal Corporation Is committed to equity and inclusion. NECRC has increased responsiveness to Indigenous peoples by promoting a workforce representing the North End community that we serve. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture.

Job Title	English for Driving - ESL – Citizens' Bridge
Incumbent	
Department	<input type="checkbox"/> Administration <input type="checkbox"/> Housing <input type="checkbox"/> Community Development <input type="checkbox"/> Economic Development <input type="checkbox"/> Other:
Location	607 Selkirk Avenue, Winnipeg, MB
FTE/Wage	\$ per Hr
Work Hours	Contract, 15 hours per week, evenings and weekends as required
Reports to	Addie Ducharme, Programs Manager

AREAS OF RESPONSIBILITIES – The essential functions include but are not limited to:

JOB SUMMARY

The Citizen's Bridge EAL English for Driving Instructor is responsible for coordinating the services and activities of the English for Driving program. The Incumbent is responsible for the management of their program procedures, systems, and appropriate reporting of organizational outcomes and accomplishments.

The incumbent will organize and coordinate EAL English for Driving courses provided by Citizens' Bridge (NECRC). The incumbent will be responsible for the coaching and mentorship of individuals within the framework of driver's education and EAL practices.

Create EAL curriculum with a focus on driving language and terminology from the Class 5 Manitoba Public Insurance driver training manual.

The incumbent will monitor electronic case management of active participants, assist CB Programs Manager in monthly, quarterly, and yearly reporting.

KNOWLEDGE AND EXPERIENCE

- Minimum of High School Diploma
- Minimum 1 year in EAL Instruction, assessment, and evaluation
- Minimum 1 year in case/participant management
- Familiarity with North End communities and marginalized communities
- Understanding of a trauma informed approach to both participants and staff is always required
- Must be a self-starter who is highly organized, able to prioritize and is highly flexible/adaptive
- Must have excellent computer skills, including MS Office, Word, Excel and Outlook
- Must be able to diffuse confrontational individuals that may enter the Centre
- Proficient in keyboarding – 35-40 wpm
- Strong time management skills



TASKS AND RESPONSIBILITIES

CASE MANAGEMENT

- Demonstrated adaptability and versatility in a changing work environment
- Ability to assess situations, determine the importance, urgency and risks, and to make clear decisions
- Assists with participant/employer concerns and issues, referring to Programs Manager when needed
- Works in consultation with CB Programs Manager select potential community/provincial agencies for program collaboration
- Maintains continuous relationships with collaborating community partners and agencies
- Promotes CB/NECRC programs and services to community agencies, as well as at career/job fairs and other meetings on and off-site
- Gives presentations from small to large groups on CB/NECRC programs and services, as directed on and off-site
- Provides input at monthly team meetings
- Adheres to all PHIA and FIPPA guidelines

PROCESSES AND PROCEDURES

- Understanding of ethical practices and standards in the field and a practice consistent with the values of NECRC
- Maintains confidentiality of participants and staff
- Maintains current information on all Manitoba Public Insurance process and procedures
- Refer and connect participants to additional supports
- Performs participant follow-up
- Researches analyzes, and reports on information on policy changes within scope of program
- Ensures that program services serve the target population, meet needs and are being carried out as designed
- Complete work schedules, manage calendars, arrange appointments

COORDINATE AND DOCUMENT RESOURCE INFORMATION

- Maintains database of participants, referral partners, agency contacts, participant referrals, and provides monthly written and statistical reports on activities
- Assists participants with intake
- Works closely with various stakeholders and community partners to assess and identify the program needs of participants
- Maintains participant files; submits written and statistical reports and other data as required
- Compiles participant case notes for progress reporting to referral source and program manager
- Provides CB Programs Manager with monthly, quarterly, and yearly tracking/reporting
- Assist CB programs manager in bi-annual CORE reporting
- Document and share resources and information with participants and staff

SKILLS AND EXPECTATIONS

- Knowledge of the North End and inner-city communities
- Strong verbal and written communication skills
- Demonstrated ability to work in teams with professionals and volunteers



- Ability to maintain calm demeanor under stress
- Ability to work in hectic environment in office and on site
- Independent, organized, with strong initiative
- Public speaking through presentations and display tables
- Vehicle and Driver's License required

To apply, please send resume and cover letter detailing the relevant experience and/or training that will make you a good candidate for the position to Simone Beaudet, HR Manager at simone@necrc.org no later than November 25th.

Resumes without a cover letter will not be considered.

Thank you for your application, applicants considered for the position will be contacted.