



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 *Settlement Worker in Schools* position in our Settlement Worker in School Services. Settlement Worker in Schools staff will work in selected School Divisions to help orient, connect and integrate newly arrived refugee children and youth to their new school and geographic community. Services will also focus on helping to bridge connections between refugee and non-newcomer students at each of the schools as well as engage parents and guardians.

Main Job Responsibilities include:

Services:

- Providing short-term, settlement-related support to newcomer youth and their families
- Developing supportive and productive relationships with newcomer youth and their families
- Participating in the school reception and orientation process
- Delivering in-person small and large group orientation services including but not limited to after-school, family integration activities, etc.
- Making appropriate and relevant referrals to community resources in a timely manner
- Provide support to children, youth and their families in person and remotely as needed
- Travelling to different school sites across Winnipeg to run necessary services

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 N.E.E.D.S. Inc. to ensure appropriate service delivery
- Other duties as assigned

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
- 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, schoolstaff, students, families and community agencies
- Excellent communication (oral and written) and organizational skills
- 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 the start of employment

Assets:

- Able to work from a Trauma Informed Perspective
- Understanding of the impact 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 English
- Current First aid, CPR training and Non-Violent Crisis Intervention (NVCi)
- Candidates with a valid driver's license and access to a reliable vehicle are preferred

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 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
(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.