

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: Interpreter (**Fula/Peul**)

Service: Settlement Worker in School Services

Position Type: Term /Casual

Hours of Work: Mondays – Fridays, daytime/evenings and occasionally Saturdays

Salary: Based on a combination of education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for the *Interpreter* position in our Settlement Worker in School Services. The Interpreter will be responsible for working directly in person and with clients to assist in the oral and written communication in one language to another between staff and clients. The interpreter will assist staff in delivering services offered at N.E.E.D.S. Inc. by providing interpretations of questions, answers, and explanations and other forms of communication. Provide various supports including but not limited to supervising participants, interpreting, and classroom preparation.

Main Job Responsibilities include:

Services:

- Providing clear and exact interpretations of verbal communication between staff and clients
- Provide various supports including but not limited to supervising participants, interpreting, and service administrative duties
- Be accountable for all professional interactions with participants, colleagues, and regulatory bodies, and be responsive to challenges
- Work directly with newcomer children, youth and their families. Develop supportive and productive relationships
- May be involved in translations of written materials
- Make appropriate psychosocial referrals as needed
- Make appropriate referrals to community resources and partners as needed

Administrative:

- Monitor and report on activities, build and maintain participant and other records in an effective and confidential manner
- Submit reports and documents in a timely manner. Documentation may include but is not limited to registration documents, attendance, participant notes, iCare and incident reports
- Participate in meetings and trainings

- Organize workflow to accomplish established objectives. Ensure tasks and progress are properly tracked and reported according to Agency protocols.

Skill Requirements:

- 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, school staff, 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 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 (NVC)

Please submit a resume and cover letter explaining your interest, qualifications and related experience, including language ability, 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

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/skills test will be contacted.