



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: French Facilitator

Service: SWIS

Position Type: 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 a *French Facilitator* position in our SWIS Services. The French Facilitator will work in a team environment facilitating orientation programming to newly arrived newcomer children and youth both in-person and remotely.

Main Job Responsibilities include:

Services:

- Assist in the development and facilitation of programming for newcomer children (ages 6 – 17 years) in the areas of information, orientation, multiculturalism, social integration and pro-social skill development
- Develop supportive and productive relationships with newcomer youth and their families
- Provide support to children, youth and their families in person and remotely as needed
- Provide short-term, settlement-related support to newcomer youth and their families
- Provide interpretation to clients in French
- Translation of documents when required

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 the NEEDS Centre to ensure appropriate service delivery
- Other duties as assigned

Skill Requirements:

- Excellent communication in French (oral and written)
- Good command of English (oral and written)
- Proven experience in facilitating group activities
- 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
- 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 French and English
- Current First Aid, CPR training and Non-Violent Crisis Intervention (NVCI)

Please submit a resume and cover letter explaining your interest, qualifications and related experience, including language ability, by **Thursday, October 15th, 2021 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 an interview/skills test will be contacted.