



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: INTRO Program Instructor / Facilitator

Program: Introduction to Canadian Education (INTRO) Program

Position Type: Full-time, 35 hours/week

Hours of Work: Weekdays

Salary: Based on education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for an Instructor/Facilitator position in our Introduction to Canadian Education (INTRO) Program. The INTRO Program provides school readiness programming, information and orientation and English language skill development to newly arrived refugee youth (ages 6-17) before they enter the Canadian School System. The INTRO Instructor/Facilitator will work in a team environment facilitating orientation programming to newly arrived newcomer children and youth.

Main Job Responsibilities Include:

Programming

- Assisting in the development and facilitation of programming for newcomer children (ages 6 – 11 years) in the areas of information, orientation, multiculturalism, social integration and pro-social skill development
- Working with the School Liaison to complete academic assessments
- Assisting in youth's transition into the Canadian education system and integration into Canadian society.
- Developing supportive and productive relationships with newcomer youth and families
- Classroom and behaviour management
- Referring participants for psychosocial support when required

Administration:

- Monitoring and reporting on activities, including observation of participants
- Accurately maintaining client observations in an effective and confidential manner
- Keeping accurate daily records of participants including registration and attendance
- Participating in case management and program meetings
- Submitting reporting requirements in a timely manner
- Completing other duties as assigned

Requirements:

- Post-secondary education in Education (or a relevant field Social Work, Child & Youth Care, etc.)
- Experience in developing and facilitating culturally appropriate and EAL friendly classes/group workshops
- Experience working with newcomer children and youth
- Able to work cross-culturally with participants from diverse cultural and religious backgrounds
- Able to multi-task, problem solve and make decisions under pressure and think critically
- Proficient in Microsoft Office/Excel and other relevant technology skills
- Self-motivated and able to work independently and as a team

- Excellent communication (oral and written) and organizational skills
- Able to provide current criminal record check and child abuse check at start of employment

Assets:

- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Understanding of the impact on poverty on children, youth and families
- Experience in English as an additional language (EAL) instruction
- Additional languages other than 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 *Friday, January 12th @ 4:00 p.m.* 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 will be contacted.