

# 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 School

**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 experienced and qualified individuals for *Settlement Worker in School* position in our Settlement Worker in School Services. Settlement Worker in School staff will work in selected School Division schools 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:**

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#### **Services:**

- 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
- Providing short-term, settlement-related support to newcomer youth and their families
- Ability to travel 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 the NEEDS Centre to ensure appropriate service delivery
- Other duties as assigned

**Skills and Education Requirements:**

- **Bachelor's degree in Education OR Bachelor's degree 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, 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 (NVCI)

Please submit a resume and cover letter explaining your interest, qualifications, language ability, and salary/wage expectations.

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](mailto: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.**