



Immigrant and Refugee
Community Organization of Manitoba

Life Skills Support Worker – Term Position September, 2018

Candidate Profile: Under the supervision of the Community Resource Program (CRP) Manager, the Life Skills Support Worker (LSSW) is a self-starter and motivated individual committed to IRCOM's vision and mandate of empowering newcomer families to settle and integrate into the wider community through affordable transitional housing, programs, and services. The LSSW is a competent and resourceful individual with strong communication and interpersonal skills and is able to meet the challenges of working with a culturally diverse group of clients and their families. The LSSW will exhibit and uphold IRCOM's core values of respect, non-violence, equality, and team work.

Objective

The objective of the Life Skills Support Worker is to provide support to IRCOM families and instill confidence in tenants to fully participate in Canadian life. The LSSW is responsible for supporting newcomers in their smooth integration and settlement through in home support and assistance.

Duties and Responsibilities

- ⊕ Follow up with tasks arising from initial goal setting, needs assessments, regular home visits, or monthly suite inspections carried out by other CRP and House staff
- ⊕ Develop relationships with newcomer families and build trust
- ⊕ Seek out additional supports for families as required
- ⊕ Provide training to families on proper cleaning, use of cleaning supplies, storage of groceries, cleaning of appliances and conveniences
- ⊕ Observe and supervise families to demonstrate they can adequately take care of their apartment
- ⊕ Provide training and observe families' preparation for monthly pest control treatments
- ⊕ Support families in cooperation with other programs at IRCOM, such as Volunteer Program, Housing, Asset Building Program and the Newcomer Literacy Initiative.
- ⊕ Provide interpretation and/or translation if applicable/as needed
- ⊕ Work with CRP staff to ensure adequate, timely and quality response to tenants' questions and needs on an ongoing basis
- ⊕ Develop and maintain updated resource/info sheets of relevant services
- ⊕ Compile relevant program statistics and data for narrative reports on activities with the families, as well as perform data entry into iCare
- ⊕ Maintain open communication with all IRCOM staff, partners and community members
- ⊕ Attend staff meetings as needed
- ⊕ Perform other duties as requested by the Community Resource Program Manager

Qualifications

- ⊕ High School graduate and/or some post-secondary education
- ⊕ Experience working with immigrants and refugees
- ⊕ Knowledge or awareness of the immigrant and refugee experience desired
- ⊕ Ability to clearly explain and model instructions to others
- ⊕ Ability to use the computer for emails, reports and accessing internet for research is required
- ⊕ Willingness to work in clients' apartments
- ⊕ Due to current tenant demographics, **fluency in English language** and any other language or combination of languages (e.g. Tigrigna, Arabic, Somali and Kurmanji) is desired.
- ⊕ First Aid, CPR and Non-Violent Crisis Intervention is an asset
- ⊕ Current Criminal Record Check, as well as have a clear Child Abuse Registry Check

Hours of Work

This is a Part-time term position ending March 31, 2019 with the possibility of extension.

The Life Skill Support Worker's hours will be arranged in consultation with the Community Resource Program Manager or designate. Staff will be required to work mornings and afternoons.

Salary

The salary for this position is at \$15.34/hr for 23.5 hours per week.

Applicants must be legally entitled to work in Canada. Your cover letter, résumé and/or application must clearly indicate how you meet the qualifications.

To apply for this position, please submit your résumé and cover letter by **5 pm on Wednesday October 10** to:

Selection Committee: Life Skills Support Worker
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: admin@ircom.ca
Fax: 204.943.4810

We thank all who apply. Please be advised that only those selected for an interview will be contacted.