Immigrant and Refugee
Community Organization of Manitoba

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PROGRAM SUPPORT WORKER
After School Program (ASP) - Part-Time Position (20 hours/week)

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Program Support Worker is an individual who integrates and balances:

- knowledge of newcomer youth potential and challenges,
- ability to communicate with diverse youth and their families,
- initiative and good teamwork skills,
- ability to creatively problem solve,
- strong teaching and networking skills and experience,
- great organizational and record keeping skills, and
- passion to prepare newcomer youth for their first work experiences

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the After School Program (ASP) Support Worker assists newcomer children and youth to integrate into Canadian society by:

- assisting with program delivery,
- providing individualized support,
- managing records, and
- supporting the IRCOM team and partners

This role works in collaboration with the ASP team to assist newcomer children and youth and their families integrate into Canadian society through educational, recreational and social activities. It is essential that this person develop communicative, supportive and trusting relationships with newcomer children, youth and their families and that exemplary conduct be modeled in speech, action and interpersonal relationships. The Program Support Worker (PSW) will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based. With the supervision and support of the ASP Manager and Assistant Manager, the Program Support Worker is responsible for the following:

DUTIES AND RESPONSIBILITIES

Program Delivery (75%)

- Plan, design and implement recreational, social, educational and integrative programs for newcomer children and youth
- Plan, design and implement weekly parent-child programming
- Lead assigned programs
- Plan for and run the children's variety night program, special events and field trips
- Supervise unstructured drop-in programming, organized sports and other recreational activities
- Create new or enhanced supports for children and youth
- Develop strong relationships with newcomer families
- Provide mentorship and be a role model for newcomer children and youth
- Work effectively with children and youth to enforce program rules and behaviour expectations
- Foster and model respect and mutual understanding among program participants
- Develop and implement strategies to effectively address conflict and teach non-violent behaviour

Reporting and Records Management (15%)

- Collect and evaluate data and indicators of success
- Track daily attendance hours of program participants
- Maintain written and electronic records of contacts and activities with newcomer children, youth and their families
- Compile and submit monthly reports of program activities

Team and Inter-departmental Support (10%)

- Collaborate effectively with other IRCOM programs, ASP volunteers, and school/agency staff involved with families to provide and advocate for coordinated services
- Participate in team and IRCOM staff meetings and events as directed
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by Manager or designate

REQUIRED QUALIFICATIONS:

- Grade 12 Diploma
- Strong understanding of the immigration process
- Working knowledge of challenges newcomer children & youth face with learning/school system
- Current satisfactory Criminal Records Check (including Vulnerable Sector search) and a clear Child Abuse Registry Check upon hires
- Proof of full COVID-19 immunization (including boosters) upon hire
- Demonstrated ability to implement effective academic programs and behavioral strategies
- Demonstrated experience working with children and youth in a group setting
- Demonstrated experience with program design and program planning
- Strong organizational skills and the ability to prioritize work
- Demonstrated ability to work in a team and collaboratively with other staff and outside agencies
- Strong written and oral English communication skills
- Excellent cross-cultural and team work skills
- Proficiency with Microsoft Office Suite, virtual conferencing and data base management
- Proven ability to work independently and as part of team
- Open-minded, resourceful, highly motivated, creative and able to learn and receive feedback
- Creative problem-solving skills and ability to teach/mentor using an integrative approach
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Experience with student goal setting and career planning
- Experience working effectively in a fast paced, multi-tasking environment
- Experiences that demonstrate the qualities and values IRCOM seeks for all our staff (https://www.ircom.ca/about- us/work-here/)

DESIRED QUALIFICATIONS:

- Post-secondary education
- Experience or training in resource, special education and/or counseling
- Fluency in additional languages
- Valid Manitoba Driver's License with clean Driver's Abstract
- CPR/First Aid, Food Safety and NVCI training certificates

Work Location and Schedule: The PSW will work out of multiple locations including all IRCOM programming sites. This is a part-time, 20 hour per week position. The primary schedule will be afternoons and evenings, 5 to 9 pm Monday to Friday with occasional afternoon and weekend shifts.

Wage: $18.12/hour
This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

Benefits:

- Group Insurance Plan with extended health, dental, life and AD&D insurance
- Professional development opportunities
- Paid sick and discretionary days
- Collaborative, family-friendly and supportive working environment

APPLICATION PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Application review will begin after **12 pm, noon on Friday, March 03, 2023**
and will continue until a candidate is selected

Please direct applications and inquiries to:
HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.