



Immigrant and Refugee  
Community Organization of Manitoba

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**YOUTH AND FAMILY SUPPORT WORKER**  
**After School Program (ASP)**  
**Full time position**

**POSITION SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc., the Youth and Family Support Worker (YFSW) leads the After School Program (ASP) team in providing enhanced social, behavioural and mental health supports to higher-risk newcomer youth and children.

The primary responsibility of the YFSW is to provide one-on-one and group supports and activities, as well as mentorship, to ASP participants who have been identified as needing enhanced intervention and supports. The YFSW helps higher-risk youth and children build social, emotional, communication and conflict resolution skills, and engages them in special projects and outings. The YFSW develops strong relationships with newcomer families and assists youth and child participants to be well-integrated in programs and to be positively engaged with peers, family, school and community by:

- Directly supporting higher-risk youth and children and their families
- As a program lead, working with ASP, the Social Workers and other IRCOM teams to ensure holistic services for higher-risk youth and children
- Developing and enhancing programming and supports for higher-risk youth and children
- Reporting and record keeping

With guidance, support and supervision from the ASP Manager, the YFSW will undertake the following:

**DUTIES AND RESPONSIBILITIES:**

**Direct Support to Newcomer Youth, Children and Families: (60%)**

- Provide mentorship and be a role model for newcomer youth and children at IRCOM
- Provide one-on-one and group supports, activities and programs for youth and children requiring added supports to positively engage in program, school, employment and community
- Use recognized training, tools and techniques to support vulnerable newcomer youth and children in areas such as: anger management, impulse control, decision making, addictions, trauma, mental health, crime/gang prevention, suicide prevention, intergenerational conflict, educational challenges, etc.
- Plan and implement a range of activities, programs, groups and outings for youth and children identified for added supports in coordination with Program manager
- Prepare goal-setting plans and track progress
- Address parenting skills and communication with parents and youth-led families
- Work with school or agency staff involved with the family to provide coordinated services and advocate for appropriate services as needed
- Where appropriate, help IRCOM youth and their families navigate the justice system
- Support higher-risk youth in a manner that is consistent with IRCOM's family-focused model
- Provide appropriate referrals to internal resources and programs as well as external services

**Team and Interdepartmental Support: (20%)**

- Provide resources, best practices and support to ASP staff working with higher risk youth and children
- Create behaviour plans with social workers and orient all ASP staff to their roles
- Keep the ASP team informed, educated and advised regarding risk, safety and harm prevention for program participants
- Inform a case management approach and work together with the High Needs Support Team to provide holistic supports, track progress and provide consistent follow up
- Play a lead role with supporting staff to provide day-to-day supports and problem-solving
- Participate in relevant IRCOM ad hoc working groups (e.g., Safety, Police, Anti-racism)
- Participate in all-staff, ASP and High Needs Support Team meetings
- Participate in ongoing professional development
- Comply with all applicable IRCOM policies and procedures
- Perform other duties as assigned

**Develop and Enhance Supports for Children and Youth Programs: (10 %)**

- Help develop and run new groups and services to address specific arising issues
- Play a lead role in evaluation of the YFSW program/interventions
- Connect and participate in community wide activities related to gangs, police, neighbourhood safety, service provision in the context of opioid/meth, and other inner-city issues
- Participate in the planning phase of IRCOM's strategic priority to address the needs of youth 18-25

**Reporting and Record keeping: (10%)**

- Maintain written and electronic records of one on one, group sessions and home visits with children, youth and their families and compile relevant information into monthly reports
- As a lead role in ASP, assist in core administrative tasks as assigned

**REQUIRED QUALIFICATIONS**

- In support of our commitment to a healthy and safe workplace and community, IRCOM has a vaccination requirement for all new employees. **The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19** and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to Manitoba human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to IRCOM will be required.
- Post-secondary education in a relevant field such as social work, child and youth work, international development, conflict resolution, sports and recreation programming
- Minimum 2 years direct children and youth programming experience
- Demonstrated training & skills in child and youth interventions such as (but not limited to): suicide or substance abuse prevention, addictions, anger management, trauma-informed care, NVCI, etc.
- Demonstrated ability to provide role modelling and supports children and youth
- Strong understanding of the refugee experience and immigration process and challenges that newcomer youth, both refugees and immigrants might face
- Demonstrated ability to implement effective behavioral strategies for children and youth
- 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 interpersonal skills
- Must be open-minded, resourceful, highly motivated, creative and independent
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Proficiency with Microsoft Office Suite and data base management
- Demonstrated experience working in a fast paced, multi-tasking environment
- Valid Manitoba Driver's License with clean driving abstract
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

**DESIRED QUALIFICATIONS**

- Knowledge of IRCOM's After School Programs
- Fluency in additional languages
- CPR/First Aid and NVCI training

**Hours of work** will normally be between 1 and 9 p.m., Monday to Friday. Occasional weekend hours may be required as per the needs of IRCOM programs.

**Wage:** \$18.85/hour

**Benefits:** Group Insurance (Life, Long Term Disability, AD&D, Dental and Extended Health)  
Paid sick and discretionary days  
Employer paid RRSP benefits (begin in second year of employment)  
Professional Development opportunities

**Application Process:** All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and/or persons with a disability.

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.

**Review of applications will begin on Friday March 25 and continue until a candidate is selected:**

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.