



Elmwood Community Resource Centre

Position: Neighborhood Immigrant Settlement Worker (NISW)

Job Status: 30 hours /week
Salary Range: \$20- \$26/ hour
Closing Date: **July 23rd**
Start Date: September 01,2021

The Neighborhood Immigrant Settlement Worker (NISW) provides support to refugee and immigrant newcomers who are settling primarily into the Elmwood community. The NISW reports directly to Director of Children, Youth & Family Program and works collaboratively with the ECRC team.

Qualifications

- Post-secondary degree or certificate in the social services field or equivalent combination of education and experience.
- Experience providing cross-cultural support services to immigrant/newcomer families
- Experience in developing, organizing, and facilitating various psychodynamic groups for immigrant/newcomer families
- Knowledge of settlement process and awareness of programs, resources available to immigrant/newcomer families
- Experience working within the non-profit sector
- Strong written and verbal communication skills; fluency in a second/third language an asset
- Non-judgmental and accepting attitude
- Computer and administrative skills
- **Additional languages spoken, particularly languages represented in the Elmwood Community and North-East Area is a strong asset. These include Arabic, Swahili, French, Kirundi.**
- Satisfactory Criminal Record and Child Abuse Registry Check
- A valid driver's licence and a vehicle is a requirement.

Working conditions -A combination of days, evening and weekend hours required.

Responsibilities

- Identify, welcome and support newcomer families moving into or residing in the area through home or office visits,
- Conduct needs assessment (formal and informal), information & orientation, accompanying participants to appointments and meetings as required,
- Provide ongoing case management, culturally sensitive advocacy, outreach and support,
- Provide crisis emotional support to newcomer families as needed,
- Develop and facilitate culturally sensitive psycho-educational groups, Conversation Circle, gender specific group, workshops in the community on various topics,



- Maintain accurate records of program activities, participant files, statistical data and report monthly on all activity.
- Connect with service providers, agencies, schools, and other stakeholders on an on-going basis, to determine current resources, programs, and available services for newcomers,
- Contribute to program development through ongoing assessment, planning, implementation, and evaluation. This includes identifying gaps in services and creatively working within a team to meet these needs, under the direction of the Program Director.
- Attend staff meetings, settlement interagency meetings and any other committee meetings.

Additional Benefit:

Regular hours of work will be at the ECRC office between 9:00am – 8:00pm Monday to Friday, however the schedule is flexible to accommodate meetings. After 3 months, the employee will be eligible to participate in the benefit plan which includes extended health to be paid 30% by the employee and 70% by the employer, as well as a match of employee contributions to an RRSP account of up to 2% of the employee's gross salary and 3 weeks of vacation days.

Submit Resumes and a cover letter to:

Please submit resume and cover letter to the attention of Anne Pinnock, Director of Children, Youth & Family Program with the **title of the position in the subject line.** Cover letter should explicitly indicate how your experience meets the job requirements.

By email : jobs@elmwoodcrc.ca

By Fax : 204-982-1723

By mail: 545 Watt ST, Winnipeg, MB, R2K 2S2

We thank everyone for their interest, however only candidates selected for an interview will be contacted.