



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

PROGRAM SUPPORT WORKER
After School Program (ASP) and Homework Education for Youth (HEY)
Part-time (20 hours/week) – 10 Month Term Position

POSITION SUMMARY

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the After School Program (ASP) and Homework Education for Youth (HEY) Program Support Worker assists newcomer youth to integrate into Canadian society by:

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

Reporting to the ASP Manager, this role works in cooperation with ASP and HEY teams to assist youth and their families integrate into Canadian society through educational and social activities. It is essential that this role develop communicative, trusting and supportive relationships with newcomer children, youth and their families and that exemplary conduct be modeled in speech, action and interpersonal relationships. The Program Support Worker 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.

DUTIES AND RESPONSIBILITIES

Program Delivery (60%)

- Model lessons, demonstrate effective learning strategies and provide hands on activities
- Collect and prepare learning materials, questionnaires and use assistive technology to facilitate student learning
- Facilitate a safe and respectful environment for all group activities
- Assist students to strengthen their oral communication and classroom integration skills in collaboration with ASP Manager, ASP teacher, and volunteers

Student Support and Assessment (20%)

- Assist high needs EAL newcomer students by working one-on-one or in small groups
- Support newcomer students adjusting to the classroom environment and routines
- Consult with ASP teacher/staff regarding individual student learning strengths and challenges
- Coordinate informal learning assessments in collaboration with ASP teacher
- Arrange for interpretation and/or translation support as needed

Reporting and Records Management (10%)

- Assist in tracking and evaluating data, collecting data on indicators of success
- Track daily attendance hours of youth in program
- Maintain written and electronic records of contacts and activities with newcomer children, youth and their families
- Compile and submit monthly reports of staff activities

Team and Inter-departmental Support (10%)

- Collaborate effectively with other IRCOM programs, ASP volunteers, and school/agency staff involve 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

- 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.
- Strong understanding of the immigration process and challenges with the school system and learning that newcomer youth, both refugees and immigrants might face, knowledge and experience of teaching utilizing an integrated approach
- Demonstrated ability to implement effective academic programs and behavioral strategies in various settings
- Experience with student goal setting and career 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
- 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
- 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

- Post-secondary education
- Knowledge of core Provincial school curricula and ability to support newcomer students to succeed within that curricula is an asset
- Experience or training in resource, special education and/or counseling an asset
- Fluency in additional languages
- Valid Manitoba Driver's Licence
- CPR/First Aid and NVC training

Hours of work

Hours of work will normally be between 4 and 9 p.m., Monday to Friday. Occasional weekend hours may be required as per the needs of IRCOM programs.

Wage: \$17.55/hour

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 Nov. 26 and continue until a candidate is selected:

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

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