



Immigrant and Refugee  
Community Organization of Manitoba

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## **INCLUSION SUPPORT WORKER** **Part Time, Term Position (20 hours/week) – 2 Positions**

### **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
- A place where you can make a difference and feel the rewards of your work on a daily basis

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

- caring and competent approach to person-centred care
- experience working with individuals living with disabilities
- creative ability to communicate and work across cultures and ages
- skill in navigating the complexities of cross-cultural understandings of disability
- commitment to IRCOM's mission and values

### **POSITION PURPOSE AND SUMMARY**

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Inclusion Support Worker (ISW) provides individualized support to newcomer children, youth and adults who face barriers to inclusion in IRCOM's programs by:

- providing education and support to their parents/guardians/family members,
- focusing on individuals prioritized by IRCOM
- working collaboratively with other team members in providing coordinated support

With the supervision and support of the Community Resource Program (CRP) Manager, the Inclusion Support Worker is responsible for the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Inclusion Support (70%)**

- Develop positive relationships with children, youth or adults and their families, receiving inclusion support
- With the Social Workers/Youth and Family Support Workers, meet with families identified by the program, assess needs, abilities and strategies that have been helpful to date and develop an *Individual and Family Service Plan*
- Assist the individual with one-on-one support, during IRCOM Programs, helping them to access and participate in program activities
- Help organize transportation for those individuals who can attend outings, and provide one-on-one care at the outing site
- Provide in-home supports to families and children/youth/adult living at IRCOM, in the process of transitioning their family member into program
- Provide educational and skills-based support to parents/guardians/family member, and communicate and collaborate with them on the progress/wellbeing of their family member
- Provide assistance with eating, embarking/disembarking from transportation, dressing for outdoor activities, general hygiene, and movement (e.g., lifting or assisting) as outlined in *Service Plan*
- Identify arising risks or challenges to client safety and immediately inform supervisor
- Escort client to parents/guardians/family member, if toileting or medications are needed

#### **Program Development (15%)**

- Provide input into program design, procedures, forms and documentation, training plans, monitoring and reporting mechanisms, evaluation, etc.
- Provide information to co-workers, suggesting modified activities, to increase inclusion
- Provide information and education to other children, youth and tenants to promote inclusion
- Identify challenges in a timely manner, bringing them to the relevant team for problem-solving

#### **Administration/Coordination (15%)**

- Keep accurate and up-to-date records, including critical incident reporting
- Input data into case management system (CARMIS)
- Participate in Community Resource Program team meetings, as well as mandatory IRCOM staff events, meetings and trainings
- Other duties as assigned by the Community Resource Program Manager

**REQUIRED QUALIFICATIONS:**

- Post-secondary education in a relevant field such as social work, child and youth work, early childhood education, education/education support, plus a minimum 2 years inclusion support experience OR equivalent combination of education and experience
- Experience dealing with behavioural challenges
- First Aid/CPR and WEVAS or NVC
- Experience working with children/youth/adults living with disabilities (e.g., cognitive or developmental delays, seizures, mobility challenges, sight or hearing limitations)
- Ability to freely lift 23 kilograms/50 pounds
- Able to physically assist child/youth/adult when needed
- Strong organizational skills and the ability to prioritize work
- Strong written and oral English communication skills; able to communicate across language barriers
- Demonstrated commitment to inclusion, disability awareness and empowerment-based approaches
- Must be open-minded, resourceful, highly motivated, creative and independent
- Demonstrated understanding of immigrant and refugee communities and/or marginalized communities
- Experiences that demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

**DESIRED QUALIFICATIONS (assets):**

- Experience with use of assistive devices including wheelchairs, walkers, electronic devices, computer software and hardware, etc.
- Advanced First Aid training
- Experience working with refugee and/or immigrant communities
- Fluency in additional languages

**Work Location and Schedule:** The Inclusion Support Worker will work across two sites (5 blocks apart), depending on the families they are assigned to and may work at/during off-site outings. This is a part-time, 20 hours per week term position to March 31, 2024 with possibility of extension (pending funding). The schedule will be set in advance by the CRP Manager and may involve mornings, afternoons and/or evenings depending on program needs. Two (2) positions are available.

**Wage:** \$18.48/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:**

- Professional development opportunities
- Paid sick 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.

**Review of applications will begin on Tuesday, October 10, 2023  
and continue until the position has been filled.**

HR - Selection Committee  
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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.