



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

AFTER SCHOOL PROGRAM SUPPORT WORKER – CASUAL
Homework and Education for Youth Program (HEY)
(Variable, on-call hours)
January 2025

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,
- 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 casual 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, and holistic.

CANDIDATE PROFILE: The Casual PSW is a friendly and responsible person who cares about children and youth. They are committed to IRCOM's mission: to strive to empower newcomer families to integrate into the wider community through affordable transitional housing, programs and services. The Casual 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. Under the supervision of the After-School Program Manager, sometimes with day-to-day supervision provided by the After School Program Assistant Manager on-site, the Casual PSW will be responsible for the following:

DUTIES AND RESPONSIBILITIES

Program Delivery (70%)

- Implement drop-in homework sessions for newcomer youth, and assist in other HEY programming
- Supervise unstructured drop-in programming, organized sports and other recreational activities as required
- 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
- Prepare and serve snacks in accordance with the program's menu and public health guidelines
- Encourage positive behaviours and interactions among children and youth

Program Support Management (20%)

- Support program leads in program delivery
- Support children's variety night program, special events and field trips
- Report issues of need, irregularities and/or concerns to ASP Assistant Manager and/or ASP Manager as they arise

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
- Attend regular staff meetings and trainings as requested.
- Follow IRCOM policies, guidelines and procedures
- Perform other duties as assigned by Manager or designate

REQUIRED QUALIFICATIONS:

- High School Diploma
- Previous experience working with and supporting programs for children and youth aged 6-18
- Strong understanding of the immigration process
- Working knowledge of the challenges newcomer children and youth face with learning and with the school system
- Current satisfactory Criminal Records Check (including Vulnerable Sector search) and a clear Child Abuse Registry Check upon hires
- 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
- 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:

- Relevant post secondary education
- Experience or training in resource, special education and/or counseling
- Fluency in additional languages considered a strong asset
- CPR/First Aid, Food Safety and NVC training certificates

Wage: \$18.85/hour

Benefits:

- Collaborative, family-friendly and supportive working environment

Schedule and location:

- This is a casual on-call term position until March 31, 2025 – with the possibility of extension
- Shifts vary in length but tend to be 2.5-3 hours long.
- The Casual PSW hours will take place between 3:00PM. and 9:00PM., Monday to Friday
- Work locations vary between 215 Isabel, 95 Ellen and 357 Bannatyne
- Additional availability in daytime, evenings and weekends is beneficial.

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

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on January 29, 2024
and continue until the position has been filled.**

HR - Selection Committee: KiaraR@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring 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 (KiaraR@ircom.ca).