



Immigrant and Refugee  
Community Organization of Manitoba

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**HOMEWORK EDUCATION FOR YOUTH (HEY)  
TEACHER & SCHOOL LIAISON  
Permanent Full-Time (37.5 Hours/Week)  
10 Months/Year Position**

**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 passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

**CANDIDATE PROFILE:** The HEY Teacher & School Liaison is an experienced educator and leader committed to IRCOM's vision and mandate to empower newcomer families to integrate into the wider community through affordable transitional housing, programs, and services. This individual is a detail oriented, efficient and resourceful individual with strong interpersonal, organizational and administrative skills, able to meet the challenges of working with a culturally diverse group of community members. The ideal candidate will be able to multi-task in a fast-paced environment prioritizing tasks and executing them to a high degree of accuracy while upholding IRCOM's values.

**POSITION PURPOSE AND SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Homework Education for Youth Teacher/School Liaison supports the educational needs of newcomer children and youth by providing:

- Student support and advocacy
- School liaison – connecting with teachers, administrators and councillors
- Individual student needs assessment and goal-setting
- Provide Hey with instructional resources and activities,
- Records management, and
- Coordination of family, community, volunteer and staff supports

With the supervision and support of the After-School Program (ASP) Manager, the HEY Teacher and School Liaison is responsible for the following:

**DUTIES AND RESPONSIBILITIES**

**HEY Program and Team Coordination (25%)**

- Provide leadership to the HEY Program, and support overall program coordination
- Foster and maintain a safe, accessible, supportive, respectful and orderly environment in which trusting relationships and learning conversations can occur for diverse newcomer child and youth participants
- Establish rapport with all students and their families and encourage regular communication
- Develop, adapt and share successful parental involvement strategies
- Ensure the following core components are implemented: 1-1 homework support, subject-specific tutoring, enrichment classes and activities, summer enrichment programming, post-secondary visits and information sessions, book club, scholarship coordination, parent-liaison, school-liaison
- Ensure implementation of core program activities: 1-1 homework support, subject-specific tutoring, leading enrichment classes and groups, program implementation, facilitation of learning conversations, and communication with parents. Additionally, act as team lead and provide input to HEY team and ASP Manager regularly to ensure program is implemented well.
- Liaise with school staff, HEY/ASP/Community Resource Program teams to provide 'wrap around,' holistic supports for program participants according to individual strengths and challenges
- Liaise with community agencies involved with students and advocate on behalf of students/parents as needed
- Develop and coordinate appropriate holistic supports for student adaptation to the classroom environment, school structure, and routines

**Team & Inter-Departmental Coordination and Support (25%)**

- Mentor, coach and coordinate the work of HEY Educational Assistants and volunteers

- Responsible to assist and support HEY Educational Assistants in program implementation, facilitation of learning conversations, and communication with parents
- Responsible to assist HEY Educational Assistants and ASP staff by modelling instructional approaches, lessons, hands on activities for students with additional learning needs
- Ensure students and volunteers follow all applicable HEY/ASP procedures and guidelines and IRCOM policies
- Provide input on HEY scheduling needs to ASP Assistant Manager
- Ensure Volunteer and Community Services Coordinator or designate has advance knowledge of all volunteer opportunities, arising issues with volunteers, and changes to schedules involving volunteers
- Participate in team, inter-departmental and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development opportunities

#### **Development and Delivery of Instructional Resources and Strategies (20%)**

- Develop grades 7-12 curriculum linked learning materials, lesson plans, and activities that engage youth and support learning objectives
- Adapt, develop and implement multiple teaching strategies for learners of diverse backgrounds
- Adapt, develop and implement supplementary English as Secondary Language modules
- Assist newcomer youth to improve their numeracy, mathematics, science, problem solving and language skills
- Create and incorporate use of information technology into educational strategies
- Facilitate workshops and introduce enrichment curricula to cohorts of youth
- Maintain access for youth to worksheets, additional learning materials, and activities to engage in program

#### **Student Assessment and Goal Setting (15%)**

- Assess and identify individual participant strengths and challenges, including students with special or specific learning needs
- Continually assess student progress and keep students and parents well informed via daily feedback and occasional home visits
- Create instructional goals together with HEY Educational Assistants
- Assist newcomer youth to set promising career goals

#### **Records Management & Reporting (15%)**

- Collect, collate and maintain key program and participant documents
- Document and maintain students' grades and school information in CARMIS (database)
- Report individual student and program data to the funder per guidelines
- Assist ASP Manager and Research Department in conducting HEY program evaluation
- Prepare and submit HEY based reports to ASP Manager as delegated
- Collect and track data (including school assessments) related to student progress
- Conduct Newcomer Student Individual Education Plans (NSIEPs) with HEY participants
- Perform other duties as assigned by ASP Manager or designate

### **QUALIFICATIONS**

#### **Required Qualifications**

- Manitoba Teacher certification
- Knowledge and ability to support success of participants in core Provincial curricula
- A minimum of 2 years direct high school teaching experience
- Ability to conduct Assessment for Learning to determine specific learning / programming needs of participants
- Knowledge and experience of teaching diverse learners in both an individual and group setting
- Proven ability to implement effective academic programs and behavioral strategies in various settings
- 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
- Proficient skills in Microsoft Software and Google Software
- Excellent cross-cultural and team work skills
- Strong understanding of the immigration process and challenges with the school system and learning that newcomer youth, both refugees and immigrants, might face
- Must be resourceful, highly motivated, creative and able to mentor and coordinate staff team
- 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/employmentopportunities/>)

**Desired Qualifications:**

- Specialty in Highschool Math Education
- Lived experiences as a refugee or immigrant is an asset
- International education and/or experience
- Formal training in math and sciences
- Experience or training in resource, special education and/or counseling
- Knowledge of additional languages is an asset
- Previous volunteering/community involvement in supporting and empowering newcomer community

**Hours of work:** This is a full-time, 37.5 hours per week, 10 months per year, permanent position with an annual shut down (July and August). The work schedule will vary and will be scheduled between 1:00 pm – 9:00 pm, Monday to Friday, at any IRCOM location

**Wage:** \$26.77/Hour

**Benefits:** Comprehensive benefits package with extended health, dental, LTD, Life and AD&D insurance  
Paid professional development opportunities  
Paid sick days, discretionary days, 3 flexible statutory holidays/year, RRSPs  
Collaborative, family-friendly and supportive working environment

**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 August 6, 2025  
and continue until the position has been filled.**

HR - Selection Committee: [kiarar@ircom.ca](mailto: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](mailto:kiarar@ircom.ca)).