



Immigrant and Refugee
Community Organization of Manitoba

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**After School Program (ASP)
Program Support Worker**

(2 Term Part Time Positions, until March 26, 2021)

POSITION SUMMARY

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the After School Program (ASP) Program Support Worker assists newcomer children and 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 the ASP team to assist newcomer children and 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 (70%)

- Assist in planning, design and implementation of recreational, social, educational and integrating programs for children and youth
- Assist in planning, design and implementation of weekly parent-child programming
- Lead assigned programs
- Plan for and run the children's variety night program ensuring it reflects a mix of different activities incorporating both literacy and recreational components
- Supervise unstructured drop-in programming, as well as organized sports and other recreational activities
- Assist with planning field trips and special events
- Create new or enhanced supports for children and youth, in collaboration with the team
- Develop strong relationships with newcomer families and provide mentorship and be a role model for newcomer children and youth
- Work effectively with children and youth to enforce rules and behaviour expectations
- Work through conflict situations calmly, with the goal of developing respect and mutual understanding
- Assist in the development and implementation of strategies to teach respect and develop non-violent behavior

Reporting and Records Management (20%)

- 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 program 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

- 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
- Experience or training in resource, special education and/or counseling an asset
- Must undergo Criminal Record Check, as well as have a clear Child Abuse Registry Check within
- Proficiency with Microsoft Office Suite and data base management
- Demonstrated experience working in a fast paced, multi-tasking environment
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

Desired qualifications

- Post-secondary education
- Fluency in additional languages
- Valid Manitoba Driver's Licence
- CPR/First Aid and NVC training

Hours of work

This is a part-time, 20 hours per week position. The primary schedule will be on afternoons and evenings, Monday to Friday with occasional programs on weekends.

Wage: \$17.29/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.

Applications must be submitted by 12 pm noon, Friday, September 18th to:

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.