

ZONE Settlement Worker (Term)

BULLETIN NUMBER	844/E/22	DATE POSTED:	March 20, 2023
SCHOOL	RENÉ DELEURME CENTRE		
COMMENCING:	As soon as can be arranged to March 31, 2025 unless sooner rescinded		
COMPENSATION:	\$22.15 per hour		
HOURS:	37.5 hours per week 12-month position; flexible hours including evenings as scheduled		

POSITION DESCRIPTION:

As a member of the ZONE (Zonal Outreach for Newcomer Engagement) team, The ZONE Settlement worker provides settlement services and support to permanent residents who are settling in the St. Vital and St. Boniface areas of Winnipeg to facilitate their initial transition and long-term integration into Canadian society.

Key Responsibilities:

- Identify, welcome & support newcomer families through phone, email, in person and home visits.
- Assess client needs and provide support and referrals in accessing specialized services and community resources. Support the completion of documentation and applications and accompany clients to appointments and meetings as required.
- Build and maintain positive working relationship with service providers, agencies, schools, and other stakeholders on an on-going basis, to determine current resources, programs, and available services for newcomers.
- Collaborate with clients and schools for student registration and participating in school intake and orientation meetings.
- Provide individual, family and group information and orientation sessions related to settlement needs.
- Provide ongoing case management, culturally sensitive advocacy, outreach, and support.
- Maintain accurate records of program activities, participant files, statistical data and report monthly on all activities.
- Attend staff meetings, settlement interagency meetings and any other committee meetings as required.

REQUIRED AND PREFERRED QUALIFICATIONS:

- Completion of post-secondary training or education (or related experience) in social work, psychology, or related areas of studies preferred
- A minimum of one-year related experience in a similar position preferred
- Experience providing support services to newcomer families; A positive outlook with a belief in the ethic of caring & inclusion
- Previous experience working with community groups, schools, government and non-profit agencies and organizations
- Understanding of the challenges and assets of the newcomer community in relation to settlement and long-term integration
- Ability to work effectively both as a team member and independently
- Proficiency in MS Office Applications; iCARE data entry experience preferred
- High degree of initiative, organizational skills, and time management skills
- Strong interpersonal, verbal, and written communication skills; Proficiency (verbal and written) in a second/third language preferred.
- Valid Manitoba Driver's licence and access to a reliable vehicle is required

APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at www.lrsd.net
- Include in your resume and cover letter your strengths and abilities in relation to the preferred qualifications listed above
- Identify the names and contact information of three references
- Address cover letter and resume to Michelle Jean-Paul, Assistant Superintendent, Staff Services
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin
- Upload your resume and cover letter as one document
- Offer of employment with the Louis Riel School Division is subject to the results of a Criminal Record Check (including Vulnerable Sector Search) and clear report from the Child Abuse Registry

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

APPLICATION DEADLINE: 4:00 p.m., Monday, April 3, 2023