

## Regional Connections Immigrant Services

**Position:** Settlement Worker in Schools (SWIS) Worker

**Reports to:** SWIS Coordinator

**Date posted:** January 23, 2024

**Date of closure:** January 29, 2024

**Position Start Date:** February 5, 2024, posting open until filled

### Terms of Employment:

- Location: Winkler, Manitoba
- Status: Full-time
- Primary Working Hours: 8:30 AM – 4:30 PM, Monday – Friday (35 hours per week)
- Wage range: \$18.50 – 20.00/hour, depending on experience/education
- Criminal Record Check Clearance with Vulnerable Sector
- Child Abuse Registry Check Clearance
- Driver's licence (class 5) and a reliable personal vehicle
- Optional group health/dental and retirement plan benefits available

### Program Summary:

The main objective of the SWIS program is to assist newcomer children, youth and their families to integrate into their school and community by providing information, settlement services and referral to community supports.

### Position Summary:

The SWIS worker will collaborate with and work out of schools within the Garden Valley School Division. The SWIS worker, under the direction of the SWIS Coordinator, provides information and referrals through intake assessment and provides individual and group support to newcomer children, youth and families accessing the Kindergarten to Grade 12 school system to ensure their integration in the school and community. The SWIS worker bridges the gap between newcomers, the school and community.

### Duties and responsibilities:

- Conduct needs assessments for newcomer youth to identify immediate, intermediate and long-term settlement needs
- Provide short-term settlement-related support to newcomer youth and their families
- Participate in the school reception and orientation process
- Outreach to newcomer families and youth to provide settlement services in schools
- Provide newcomer families and youth with settlement informational and referrals to community services and educational resources based on their specific needs
- Maintain up to date client and service records and ensure the accuracy and confidentiality of client information
- Complete required data entry, monitoring and reporting activities in a timely manner
- Meet regularly with school stakeholders to strengthen partnerships and ensure appropriate service delivery
- Facilitate access to school activities, committees, councils and associations
- Deliver in-person orientation sessions to families to increase newcomers' understanding of the educational system and parenting issues in a Canadian context
- Provide information sessions on school-oriented topics such as digital literacy, mental health, bullying, gangs, drugs, healthy communication, conflict resolution etc.
- Promote community engagement; plan and coordinate activities with the purpose of building connections not only between newcomer students but between newcomer students and their Canadian counterparts
- Work with the Peer Support program, connecting student volunteer mentors with newcomer students.

- Plan, organize, lead and/or refer/connect newcomer youth to after-school activities to promote extracurricular involvement, social connections, civic engagement and volunteerism (e.g., homework clubs, sports and recreation, spring and summer camps and service projects).
- Participate actively in all mandated training, staff meetings and workshops
- Operate in accordance with policies, guidelines and protocols of service and partner organizations

**Qualifications:**

- While education is important, Regional Connections equally values applicants that have combined work and lived expertise
- Post-secondary certificate or degree in early childhood education, elementary education, family or adult education, social work, or any other related field preferred
- Knowledge and experience in settlement and adaptation issues including personal experience with immigration and refugees an asset
- Proven interpersonal skills and experience connecting with children, youth and adults
- Excellent interpersonal, verbal and written English language skills
- Knowledge of the Garden Valley School Division, provincial education system, and community resources
- Ability to network, liaise, and collaborate in a team approach to service delivery
- Proven ability to take initiative, be creative and autonomous
- Ability to nurture an inclusive and supportive team environment
- Ability to deliver group presentations, workshops, and other group activities
- Good time management and organizational skills for scheduling, task management, note taking and data entry
- Strong leadership, assessment and problem-solving skills
- Knowledge and experience in using a computer and associated programs – Windows, SharePoint, Microsoft Office Suite (Outlook, Excel, PowerPoint, Teams)
- Experience with social media (Facebook, Instagram, etc.)
- Ability to communicate in a second language an asset
- Outgoing personality traits
- Flexible, patient and interested in helping others
- Ability to flex hours when evening work is required

**Please submit your resume complete with cover letter to [recruitment@regionalconnections.ca](mailto:recruitment@regionalconnections.ca)**

***We thank all who apply, but only those selected for an interview will be contacted.***