

IMMIGRANT CENTRE MANITOBA INC.

JOB POSTING

**Neighbourhood Immigrant Settlement Coordinator
1 POSITION**

Terms of Employment: Permanent (35 hours per week) starting December 13, 2021.

Hours of Work: Varies from Monday to Friday, 8.30am 8.30pm with the occasional weekend.

This position is covered under the CUPE (Canadian Union of Public Employees) Collective Bargaining Unit Local #2348.

THE ORGANIZATION

The Immigrant Centre Manitoba Inc., is a non-profit organization that provides quality and innovative Immigrant Settlement Services to newcomers to Manitoba.

POSITION SUMMARY

Under the general direction of the Chief Executive Officer the Neighbourhood Immigrant Settlement Coordinator is responsible for, ensuring an effective, knowledgeable working team of Neighbourhood Immigrant Settlement Workers (NISWs) and participating as a proactive member of the senior management team.

RESPONSIBILITIES

Developing and delivering effective Neighbourhood Immigrant Settlement services – 35%

1. Provides orientations, mentoring and ongoing support to Neighbourhood Immigrant Settlement Workers specific to case management and service navigation
2. Assists and guides NISWs in working with difficult case loads.
3. Co-facilitates NISWs with group programs or orientation sessions.
4. Facilitates NISW monthly meeting and Host Organization Supervisors quarterly meeting
5. Identifies, develops and implements Neighbourhood Immigrant Settlement programs and resources in conjunction with Chief Executive Officer
6. Develops and manages annual program budget in conjunction with Finance Department
7. Maintains accurate data collection and client and/or volunteer satisfaction surveys, collates and submits monthly management reports to Chief Executive Officer
8. Works in conjunction with Executive Assistant to order program and office supplies
9. Works in conjunction with Communications and Development Coordinator in the development of marketing /promotional materials and visibility
10. Works in conjunction with the other Neighbourhood Immigrant Settlement Coordinator
11. Works in conjunction with the Social Integration Manager in implementing integration

programs

12. Maintains an effective up to date web presence for Neighbourhood Immigrant Settlement Services
13. Develop and updates quarterly newsletter for the NISW and Integration Program
14. Ensures timely and accurate input to ICare system.
15. Proactively identifies volunteer requirements working in conjunction with the Volunteer Coordinator
16. Ensures all client information files are maintained and disposed of in a secure manner
17. Ensures effective, regular evaluation processes are conducted and documented
18. Reviews database and client files to ensure client services are being provided and documented as required
19. Plans, develops and coordinates Neighbourhood Immigrant Settlement volunteer orientations
20. Ensures that all client information files are maintained in a confidential manner and disposed of in a secure fashion
21. Conducts quarterly Neighbourhood Immigrant Settlement client/volunteer satisfaction surveys
22. Stays current with daily IC activities (website) and service delivery requirements

Ensuring an effective, knowledgeable working team – 35%

1. Coordinates ongoing community needs assessment in conjunction with the Neighbourhood Immigrant Settlement Workers
2. Develops and maintains a Best Practices Resource for neighbourhood programs

Coordinates and facilitates two way linkages and referrals between IC services and Neighbourhood Immigrant

1. Settlement Network
2. Communicates and facilitates external community and service providers (government, non-profit) providing key linkages to the Neighbourhood Immigrant Settlement Network
3. Ensures relevant materials and brochures are provided and updated to Neighbourhood Immigrant Settlement Workers and the IC
4. Initiates, develops and implements immigrant focused topics through presentations and workshops
5. Assists in hiring, provides orientations and develops new and current staff and/or volunteers in Neighbourhood Immigrant Settlement Services
6. Attends to Community meetings, Advisory committee meetings and other important community events
7. Facilitates regular team planning and communication (if applicable)
8. Conducts and documents staff performance appraisals for staff probationary period and annual evaluations (if applicable)
9. Ensures effective two way communication between management and staff

Participating as a proactive member of the senior management team – 10%

1. Participates in short and long term strategic planning and general senior management meetings
2. Identifies gaps and issues for current and future funding and budgets
3. Represents organization on Neighbourhood Immigrant Settlement related committees and advisory groups
4. Represents the organization on Neighbourhood Immigrant Settlement services at conferences, forums as requested from time to time by the Chief Executive Officer
5. Submits a risk evaluation checklist quarterly

6. Maintains ongoing communication with key stakeholders and partners to enhance existing funding agreements
7. Maintains positive relationships with key stakeholders
8. Acts proactively in developing and securing new funding opportunities and partnership in line with strategic direction, working in conjunction with Chief Executive Officer
9. Maintains an accurate stakeholder list and ensures list is provided to Communications and Development Coordinator
10. Participates actively in professional development opportunities

ON-GOING RESPONSIBILITIES:

QUALIFICATION REQUIREMENTS

1. Bachelor's Degree in social science or related field.
2. Strong communication and interpersonal skills.
3. Knowledge and experience with diverse cultures and economic background.
4. Knowledge and experience in documentation, research and evaluation.
5. Skills in report writing and in maintenance of files and records.
6. Familiarity with community resources.
7. Knowledge on webpage updating and written materials development
8. Ability to work in flexible hours. Some evenings or weekends may be required.
9. Organized, innovative, enthusiastic and team player

BENEFITS

- Health benefits through Great West-Life (after 6 months of employment)
- Pension Plan
- Generous holiday benefits
- Professional Development Allowance
- Mileage reimbursement for work-related travel

As an organization providing services to newcomers, we embrace diversity in our workplace. Women, visible minorities and individuals with disabilities are encouraged to apply.

TO APPLY

Please send your cover letter and resume to Roselyn Advincula at radvincula@icmanitoba.com
(Please include "Neighborhood Immigrant Settlement Coordinator" in the subject line)

CLOSING DATE:

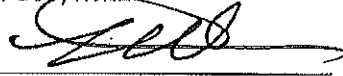
Tuesday, December 7th, 2021 at 4:00 pm

No phone calls please. We thank all applicants; however only those selected for an interview will be contacted.

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Date of November 30th 2021

Union Steward:



Chief Executive Officer:

