



Northwest London Resource Centre

Community Connections - Racialized Newcomer Women's Program Support Worker Job Description

Report to:

The Community Connections – Racialized Newcomer Women's Program Support Worker will be an employee of Northwest London Resource Centre (NWLRC). Day- to-Day supervision/consultation will be provided by the Coordinator of NWLRC Settlement Services in the form of formal supervision meetings as well as informal support as requested by the Community Connection Women's Skill Development Worker.

Qualifications:

Social Service Worker Diploma, Social Work Degree, related fields of expertise or extensive experience of over 2 years actively supporting newcomers and referring newcomers, refugees and immigrants to needed services.

Hours:

Position is a full-time position and will run from Monday to Friday. Some evenings and weekends if/and when required.

Hours per Week: 37.5 hrs./ week

Salary:

\$26.06 /hr.

Duties:

Community Connections – WE CAN WIN Program for Racialized Newcomer Women aims at providing racialized newcomer women with opportunities to identify and overcome barriers they may face to achieving success in the Canadian Labour Market. It will assist in the development of skills and networks to enhance client's abilities to successful prepare for and find employment.

Responsibilities:

- Meets with and assist racialized newcomer women to assess their needs and assets as they relate to overcoming barrier to and reaching their full potential.
- Assists the women to develop settlement plan with concrete action steps that will help them to achieve their goals.
- Organizes, coordinates, and leads group activities, orientations, workshops, and information sessions on: topics such as: Career exploration, employment readiness and job search skills and tools, digital literacy, leadership skills, certifications, the Canadian Labour Market, network development etc.
- Provides outreach to recruit racialized newcomer women needing assistance to



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overcome barriers and reach their potential.

- Provides outreach to recruit organizations willing to provide workshop information and networking opportunities.
- Provides outreach to recruit and develop working partnerships with organizations/businesses willing to provide skill development through volunteer work experiences
- Spearheads and nurtures partnerships with community stakeholders
- Identifies the needs and barriers of racialized newcomer women that may enhance/impede participation
- Provides ongoing support and monitoring to participants within group activities
- Attend staff meetings, training opportunities and community meetings

Work with other Staff members:

- Facilitates constructive and culturally sensitive communication to NWLRC staff and inform staff about settlement related issues that newcomers are facing.
- Collects newcomer client feedback (e.g. surveys, workshop evaluations, user needs assessment, etc.) to track outcomes of settlement services.
- Participates as a member of NWLRC/ SLNRC team by furthering collective team goals.
- Works with a team of professionals from other services agencies to ensure that clients' needs are met.

Administration:

- Is time sensitive to all deadlines and project due dates
- Maintains accurate written records and files pertaining to settlement services provided to clients.
- Ensures appropriate and confidential handling of client information and files.
- Enters statistical information in a data system using the IRCC approved tracking system, known as Immigration Contribution Agreement Reporting Environment (iCARE).
- Ensures that deliverables are in compliance with contribution agreement and administrative obligations while meeting organizational targets and goals.
- Prepares and submits narrative reports and statistics when requested.
- Operates in accordance with policies, procedures, guidelines and protocols of NWLRC/SLNRC.
- Collects client feedback (e.g. surveys, workshop evaluations, etc.) to track outcomes of settlement services
- Provides detailed overview of program activities and outcomes set by IRCC Logic Model
- Wears a name badge
- Is responsible for program equipment (including a laptop, iPads, cell phone, etc)
- Accepts other duties as assigned by the Coordinator of NWLRC Settlement



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Services.

Additional Assets would include:

- Ability to work with a diverse population.
- Approachable.
- Strong communication and organizational skills.
- Ability to work independently as well as within a team.
- Responsible and trustworthy.
- Additional languages are an asset.
- First Aid and CPR certified.
- Must have a registered Social Insurance Number and eligible to work in Canada.
- Ability to write and speak fluently in English
- Possess a valid driver's license and access to a vehicle is a must
- Satisfactory Canadian criminal background checks are a MUST and if you do not have it, it would be paid by the Agency
- Applicants must be able to provide proof to show that they are fully vaccinated upon the Agency's request

To apply for the position please send resume and cover letter as one Word Document or PDF File via email to Vincent Tao, Administration Co-ordinator SLNRC, at vtao@slnrc.ca.

Thank you for your interest in this position but only candidates selected for an interview will be contacted. Please do not call.

“We work together to “empower and enrich the neighbourhood in an inclusive environment.”