



The Manitoba Institute of Trades and Technology (MITT) offers post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.

Settlement Worker, REDI Program

1 Year Term Position, 17.5 hours/week

Responsible for providing personal advising, non-clinical counseling, and internal and external referrals for students who are attending Refugee Employment Development Initiative (REDI) programming to help facilitate educational, career, emotional, and behavioral needs in addition to encouraging the holistic development of each student.

Responsibilities include but are not limited to:

- Counselling and support/referral services to REDI students on an individual and group basis to facilitate expectations as well as student roles and responsibilities.
- Advocates on behalf of students and creates a safe environment to limit and or reduce obstacles which would hinder their language learning process.
- Provide cross-cultural counselling, support and information to help create greater understanding.
- Works in consultation with REDI Instructors, the REDI Program Coordinator, and the ESL Manager, to address student issues and needs, and identify emerging trends within student success.
- Consult and collaborate with ESL Counsellors and make referrals to the counsellors when necessary to address student issues.
- Establish and maintain relationships with Opportunities for Employment, Immigrant Centre, Ethno-Cultural communities, and other newcomer serving organizations.
- Document, organize, and maintain accurate and up-to-date student files to facilitate case management, reporting, and student records.
- Promotes student and staff awareness of community resources available including Human Rights Commission, housing, health care, water safety, etc. to facilitate the community settlement process.
- Arranges presenters based on student needs and ESL Instructor requests.
- Monitors student attendance and contacts students as required. The Settlement Worker follows up with students who miss school, and when possible, helps students to address issues that prevent them from attending school.
- Completes Student Action Plans, Student Contracts, and or Educational Plans as needed.
- Reviews student goals and provides support and assistance in helping them attain those goals and reduce barriers to success.
- Draft statistical and/or narrative reports as required by the REDI Program Coordinator.
- Maintains knowledge of MITT administrative systems.
- Participates in professional development opportunities.

Qualifications and Experience

- Either or a combination of: a post-secondary degree or qualification in social services, counseling, education, or the social sciences/humanities; a minimum of 3 years' experience directly related to Settlement work or in a student services department.
- Experience or qualification as a settlement worker.
- Experience working with one or more of the following: newcomers, refugees, post-secondary, adult, international, and/or special needs students.
- Excellent written and oral communication skills, including public speaking and delivering presentations.
- Able to work effectively and achieve work goals in a collaborative environment, as well as independently.
- Cultural sensitivity

Application deadline: May 21, 2018

Please submit a cover letter and resume to Human Resources at HR@mitt.ca. Quote **2017-052** in the email subject line.

We are growing, come grow with us.

MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.

MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare.

This position requires the successful completion of a Criminal Record check including vulnerable sector.

We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.