



PORTAGE LEARNING & LITERACY CENTRE

110 Saskatchewan Avenue West Portage la Prairie, Manitoba R1N 0M1

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E-mail: info@pllc.ca Website: www.pllc.ca

EMPLOYMENT OPPORTUNITY:

Settlement Workers in Schools - SWIS Worker

Primary Function

Settlement Workers in Schools (SWIS) assist refugee and immigrant students along with their families in their transition to a new culture. The SWIS Worker is a school-based position that aims to assist families to better understand the education system and provide information and referrals to education and community resources. SWIS is a partnership between the Portage la Prairie School Division and the Portage Learning and Literacy Centre (PLLC) and is funded by Immigration, Refugees and Citizenship Canada.

Qualifications

Essential:

- Experience in working directly with individuals (children and youth), as well as families and groups, and providing referrals to needed services.
- Thorough knowledge of social services systems and complement resources.
- Ability to work with diverse groups of people in a collaborative, culturally aware manner
- Effective multitasking, priority setting and organization skills
- Demonstrated ability to establish and maintain respectful, professional relationships
- Demonstrated ability to work independently and on a flexible work schedule
- Knowledge of the immigrant/refugee settlement and integration process
- Demonstrated ability to adapt to new and challenging situations
- Flexible, self-motivated and self-reliant, but able to work effectively in a team environment.
- Experience with organizing workshops, support groups, community connections and events within the region in conjunction with staff from the PLLC, Portage la Prairie School Division, and community partners.
- Knowledge of current legislation and policies affecting refugees and immigrants.
- Knowledge and experience of the school environment preferred and ability to work effectively and strategically in a school setting.
- Excellent interpersonal skills, as well as verbal and written communication skills.
- Assessment and problem-solving skills.
- Sound judgement and the ability to maintain a high level of confidentiality, including a secure filing system.
- Excellent computer skills, including the use of internet browsers, Windows and Microsoft Office software – Word, Excel, PowerPoint, Outlook.
- Valid driver's license and access to a reliable vehicle.

Desired:

- Bachelor's Degree in Social or Human Sciences or equivalent experience.
- A minimum of 2 years of experience working in the settlement sector or related front line service provision.
- Fluent in English (reading, speaking, writing); ability to speak another language is an asset

Wage: \$18 to 18.50 per hour for 37.5 hours per week; eligible for health & dental benefits after 3 months.

For more information and a full job description, please visit our website at: <http://pllc.ca>.

If you are interested in applying for this position, please email your resume and detailed cover letter to: cathy@pllc.ca.

Application Deadline: June 14, 2018 at 12:00pm

We thank all applicants, but only those chosen for interview will be contacted.