

Job Description



Job Title:	Newcomer Youth Engagement Program Support Worker	Reports to:	Newcomer Youth Engagement Program Educator and Coordinator
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GENERAL DESCRIPTION

The Newcomer Youth Engagement Program Support Worker (1 positions) is responsible for supporting students (ages 17-21) in several focused program areas including: essential language skills; life skills to transition and live in Canada; work and employability skills; numbers, computer and financial literacy; personal growth and development; and communication.

The program takes place in a high school setting (Walter Murray Collegiate) with a August 28, 2019 start date.

A key role will be to work collaboratively with a wide range of other stakeholders including those from refugee and immigrant serving agencies, educators from school systems, employers, and SIEC.

In addition, they will need to track and document student activities and assist in record keeping.

DUTIES AND RESPONSIBILITIES

The Support Worker performs a wide range of responsibilities related to the Newcomer Youth Engagement Program (NYEP), including some or all of the following:

- General Student Supports**
 - Acknowledge and respond appropriately to the needs and challenges of refugee and immigrant youth and their families associated with their transition to Canada
 - Help to create a positive and supportive/safe environment
 - Advocate for students
 - Maintain confidentiality
 - Complete necessary forms, records and reports to document student activities
 - Collaborate and communicate with the EAL educator, Program Coordinator, employers, and other community resource agencies to support the students inside and outside the classroom
- Language Training Supports**
 - Support students at all language proficiency levels to improve their speaking, listening, reading and writing skills
 - Use a variety of resources and approaches to support individual EAL student learning
- Employability and Work Supports**
 - Deliver learning opportunities and strategies to support the employability skill development of participants (e.g. assisting with resumes, conducting skills inventories, supporting students in work placements and job shadowing experiences)
 - Visit work placement sites to support student learning
 - Liaise with employers to determine specific supports the participant may need (specific work attire, PPE equipment, etc.)
 - Travel by vehicle for onsite visits within the community
- Life Skills Supports**
 - Work with NYEP to develop experiential activities and learning opportunities
 - Facilitate experiential learning opportunities and supportive activities leading to life skill development such as financial literacy, home management, conflict resolution, and effective communication skills

SKILLS AND ABILITIES REQUIRED

- Ability to establish and maintain collaborative working relationships with youth, educators, agency representatives and employer/industry contacts
- Excellent verbal and written communication skills
- Ability to communicate and work effectively with diverse cultures and populations
- Ability to work with individuals and small groups of students
- Ability to receive feedback on their work and respond appropriately to direction provided
- Ability to lead and organize activities for students

- Ability to facilitate experiential learning opportunities leading to skill development through job site visits, job shadowing, career and work education programming
- An understanding of the needs and challenges of immigrant youth and their families and ability to implement strategies for responding to these needs
- Flexible and adaptable to change in order to accommodate the daily needs of the students
- Ability to adapt a variety of resources and approaches to support individual EAL student learning
- Ability to work within a busy school environment
- Demonstrates a continuous learning mindset
- Comfortable using technology

EXPERIENCE AND PROFESSIONAL DESIGNATION REQUIREMENTS

Education and/or Professional Designation:

- Minimum of a High school diploma required; other related certifications and training an asset (such as CERTESL, life skill training, job search techniques, essential skills training, language training, etc.)
- Experience working with refugee and/or immigrant youth
- A current and valid driver's license and access to a vehicle
- A clear criminal record check, including working with the vulnerable sector
- Experience in working independently as well as in a team-oriented, collaborative environment

WORKING CONDITIONS

- Works in a classroom environment with frequent interruptions and constant commotion
- Daily work with youth who do not have a good understanding of the English language
- Generally, works a standard work week, but additionally may work outside of regular hours to accommodate activities (such as participating in program activities, parent teacher interviews, etc.) and therefore, may require some flex time on an occasional basis
- Some travel required within the City of Saskatoon and area
- Works with students in the community and employment situations

TERMS OF EMPLOYMENT

- Follows the 10-month school year calendar (September – June) with a start date of August 28, 2019
- 7.5 hours per day, Monday to Friday, 8:00 a.m. – 4:00 p.m. (1/2 hour unpaid lunch)
- Salary: \$25.00 per hour
- Contract runs until March, 2021 with the possibility of continued funding
- Benefits package is available after three months

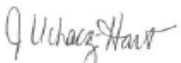
SIEC COMPETENCIES

All SIEC employees support and demonstrate the following competencies:

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| • <i>Accountability & Dependability</i> | • <i>Ethics & Integrity</i> |
| • <i>Student Focused</i> | • <i>Stakeholder Engagement</i> |
| • <i>Communication</i> | • <i>Collaboration</i> |
| • <i>Team Work</i> | • <i>Adaptability/Flexibility</i> |
| • <i>Creativity/Innovation</i> | • <i>Critical Thinking</i> |
| • <i>Decision Making</i> | • <i>Planning & Organizing</i> |
| • <i>Time Management</i> | • <i>Problem Solving</i> |

TO APPLY: Please send cover letter and resume to: admin@saskatooniec.ca by August 22, 2019. Interviews will take place August 26 & 27, 2019. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

SIGNATURES AND APPROVALS

Reviewed by: Executive Director	Janet Uchacz-Hart	Signature:		Date:	Aug. 15, 2019
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