

JOB DESCRIPTION

Youth and Community Connections Worker

The Youth and Community Connections worker is a SWIS and Community Connections department team member. They are responsible to work with the SWIS workers to ensure that newcomer students feel welcome within the community, are provided with opportunities to have positive interactions with other youth, and provide group activities that will further the student's ability to interact, engage, and adapt in the school setting as well at the community. In addition, they will help promote a welcoming and inclusive community by assisting the Community Connections Coordinator with implementing newcomer engagement groups and events, as well as through public education presentations, and encouraging active engagement in the settlement process through volunteering opportunities.

The Youth and Community Connections Worker directly reports to the Settlement Services Manager

Primary Duties & Responsibilities

- Establish and maintain trusting and supporting relationships with students and their families
- Work with SWIS staff to organize events that will increase the interaction of parents, school staff and ALL students
- Develop a network within the community and become familiar with community services and programs
- Work with SWIS to facilitate and deliver information sessions to school personnel, non-newcomer students and the community with the aim of fostering the understanding of different cultures, challenges of immigrant and refugee youth and the strengths that they have to offer
- Assist SWIS workers with facilitating anti-racism education in schools with the aim of creating awareness and facilitating the integration of refugee/immigrant youth in school and the community
- Take primary role in managing a mentorship type program between newcomer youth within the community
- Take primary role in implementation of all children and youth focussed targeted workshops, programs, and activities.
- Provide newcomers with a link to community agencies in order to reach their social needs
- Work alongside Community Connections Worker to plan and execute community-based events, programs, and activities
 - Research and apply for funding for special events or projects
- Promote MJMC and the settlement and integration process through public speaking engagements
- Provide Intercultural communication and integration training for the community (mainstream institutions and the community at large)
- Assist the Community Connection Coordinator with maintaining Volunteer files and donations
- Create and maintain client files
- Record client information and document services as required funder reports and input in iCare database
- Complete and submit monthly and annual narrative and statistic reporting

- Collaborate with community partners, stakeholders, and agencies to enhance programming and address gaps in the host community
- Manage and connect Newcomers with volunteering in the community
- Oversee and manage Children’s summer program staff
- Other duties as outlined by the Settlement Services Manager

Qualifications

- Post-secondary degree in Human/Social Services or an equivalent combination of education and experience
- Knowledge of and experience working within the public and private education systems
- Experience working with children and youth
- Experience with public speaking and delivering presentations
- Understanding and sensitivity to issues affecting immigrant and refugee communities
- Ability to work effectively with other service providers and community partners
- Amazing communication skills: written, verbal, and non-verbal
- Demonstrated cross cultural communication skills and knowledge of community resources
- Comfortable with database, word processing and ability to use internet and email
- Well-developed interview, analytical, and problem solving skills
- Good organizational skills and the ability to multi-task
- Ability to keep accurate records and carry out duties with a degree of independence
- MS-Office (including Word, Excel), MS Outlook
- Fluency in additional language considered an asset
- Willing to work on evening/weekend and travel if needed

Work Conditions

- Full-time – 37.5 hours/wk.
- Regular work schedule Monday-Friday 8:00AM-4:30PM
 - Possibility for some evening and weekend work