

# Job Description



<b>Job Title:</b>	<b>Newcomer Youth Engagement Program Support Worker</b>	<b>Reports to:</b>	<b>Newcomer Youth Engagement Program Educator and Coordinator</b>
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## GENERAL DESCRIPTION

The Newcomer Youth Engagement Program Support Worker 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.

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.

Currently the program offers one classroom at E. D. Feehan High School with students from both GSCS and SPS. A classroom at Walter Murray was established at the beginning of the project but that location was integrated with the E.D. Feehan classroom due to low immigration numbers. Because of the resurgence in immigration, particularly with the needs of the program's target group, we have successfully secured another classroom through Immigration, Refugee and Citizenship Canada to start in **February, 2023 until at least June, 2023 with a strong possibility of continuation.** This position will reside at Nutana Collegiate for both SPS and GSCS students.

This position reports to the NYEP Educator and Program Coordinator.

**Please send cover letter and resume to: [admin@saskatooniec.ca](mailto:admin@saskatooniec.ca) by February 6, 2023. Interviews will take place the week of February 6, 2023. We thank all candidates for their interest, however, only those selected for an interview will be contacted.**

## 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 in the Immigration Contribution Agreement Reporting Environment (iCARE), which is an online tool that allows collection of service information for eligible newcomers to Canada
- 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, similar to an Educational Assistant position within a school division
- 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 from February until June 2023, with a strong possibility of continuation
- Benefits package is available after three months

## SIEC COMPETENCIES

All SIEC employees support and demonstrate the following competencies:

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

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## SIGNATURES AND APPROVALS

Reviewed by: Executive Director	Janet Uchacz-Hart	Signature:		Date:	January 18, 2023
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