



P: 204.474.0212
OR 1.855.437.8523

170 Scott Street
Winnipeg, MB
R3L 0L3



Job Posting LGBT2SQ+ Immigrant Settlement Worker

Job Title: LGBT2SQ+ Immigrant Settlement Worker

Title of Immediate Supervisor: Executive Director

Title of Direct Reports: None

The Rainbow Resource Centre provides support, education, and resources to foster a proud, resilient, and diverse LGBT2SQ+ community.

Position Mandate:

LGBT2SQ+ Settlement Worker will meet one-to-one with newcomers requiring settlement services. This includes completing an initial needs assessment and a plan of action with the client, prioritizing the clients' most urgent needs. This may involve home visits, accompanying clients to various appointments, acting as a liaison for the client while navigating systems (EIA, school, health care, etc.), connecting clients to translation services as required, making referrals to appropriate LGBT2SQ+ and settlement services, and providing crisis counselling. The LGBT2SQ+ Settlement Worker will continue to meet with the client until all of their settlement needs have been met or they have been referred for appropriate services.

Primary Accountabilities

- Support Newcomers with settlement services, including conducting formal and informal needs assessments, home visits, office visits, and accompanying participants to appointments and meetings as required
- Provide brief crisis counselling to Newcomer clients as required
- Assist participants in the completion of forms, the navigation of systems and to identify relevant community resources as required
- In consultation with the Executive Director and Newcomer Program Coordinator, contribute to program development through ongoing assessment, planning, implementation, and evaluation. This includes identifying gaps in services and creatively working with the team to meet these needs.
- Collaborate with the Newcomer Program Coordinator to provide support and access to settlement services at Like That @ Sunshine House and New Pride of Winnipeg

- Collaborate with the Newcomer Program Coordinator to develop and deliver LGBT2SQ+ specific settlement orientation sessions or mentorship opportunities
- Network with community stakeholders and attend meetings in the community on behalf of the Centre and the newcomer program
- Maintain accurate records of program activities, participant files, statistical data and report monthly on all activity

General Accountabilities

- In consultation with management, develop and implement a work plan and evaluation plan
- With supervision from Management Team, participate in management of program budget, including budget planning and development, and tracking expenditures
- Complete relevant administrative functions and documentation (i.e. time sheets, professional development requests, vacation requests, incident reports, and expense accounts)
- Actively participate in relevant meetings, projects, forums, and community committees
- Collaborate with, and/or assist other RRC program coordinators with special events and programming including but not limited to International Day Against Homophobia, Day of Silence, Sexual Health Awareness Week, and Pride
- Participate in the development, implementation, and maintenance of appropriate policies and procedures and all other Rainbow Resource Centre guidelines
- Other related duties as assigned by, and negotiated with, management

Education

Post-secondary education or a combination of relevant experience in a related field such as social work, counselling, social sciences, or community development.

Knowledge, Skills and Relative Experience

- Must be comfortable working effectively cross-culturally
- Additional language spoken, particularly languages represented in the LGBT2SQ+ newcomer community (e.g. Arabic, French, Hausa, Hindi, Mandarin, Persian, Punjabi, Somali, Spanish, Swahili, Twi, etc.), is an asset
- Demonstrate a complex understanding of LGBT2SQ+ newcomer realities
- Demonstrate a complex understanding of LGBT2SQ+ communities and concerns

- Able to work in a multi-disciplinary team setting
- Demonstrated understanding of program planning and evaluation
- Excellent communication, conflict resolution, and interpersonal skills
- Demonstrated awareness of settlement resources and appropriate LGBT2SQ+ friendly referrals
- Demonstrated understanding of anti-oppressive practice and various forms of oppression including, but not limited to, racism, sexism, xenophobia, heterosexism, and homophobia
- Organization and detail management skills are essential, along with the ability to manage multiple priorities
- Self-motivated, able to work with minimal supervision
- Ability to work with Microsoft computer applications including Word, PowerPoint, Excel, and Outlook
- Physically capable of performing duties related to position
- Must complete Criminal Record and Child Abuse Registry checks
- Experience working in a non-profit setting an asset
- Legally entitled to work in Canada

Working Conditions: Centre staff hours are generally Monday through Friday from 9:30am to 5:00pm. This position provides support to Like That @ Sunshine House most Monday and Wednesday evenings and New Pride of Winnipeg two Friday evenings per month. Must be willing to work flexible hours to accommodate evening, weekend, and on call hours required for programming. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers access to a health, dental, and employee assistance plan benefits.

Salary: \$43 758 - \$49 272 per year.

The RRC is an equity-seeking employer; however, we encourage applications from Newcomers, people of colour, ethnic minorities, and persons with disabilities who identify as a part of the LGBT2SQ+ community.

Please submit cover letter and resume to the attention of

Mike Tutthill, Executive Director
Rainbow Resource Centre
170 Scott Street
Winnipeg, MB R3L 0L3

miket@rainbowresourcecentre.org

Application Deadline: 5:00pm, March 13, 2018