



WESTMAN IMMIGRANT SERVICES

Assisting people from around the world

WESTMAN IMMIGRANT SERVICES JOB DESCRIPTION

POSITION TITLE: WORKSHOP COORDINATOR

SECTION: SETTLEMENT SERVICES

PRIMARY FUNCTION

The Workshop Coordinator is an integral member of Westman Immigrant Services, working as part of a team, the workshop coordinator staff will take the lead in coordinating workshops to be offered to our clientele and in providing administrative support to the settlement services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Aims to establish a comprehensive special programs component for Westman Immigrant Services Settlement Program that can be delivered on a regular basis
- Coordinates various aspects of workshops/seminars, etc., including: budgets, promotion, trainers, location and evaluation
- Consults with Westman Immigrant services staff, community partners, and clients to identify community/client needs
- Researches existing workshops and best practices, determining their suitability for Westman Immigrant Services Clients
- Arranges support services required by clients including child minding, transportation, language assistance and others
- Promotes workshops in any community spaces available for event advertising, included but not limited to newspapers, e-Brandon, Facebook etc
- Promotes community partnership and opportunities
- Stays informed of current resources, trends, changes and service gap in the general communities and specific communities
- Participates in regular staff meetings to ensure excellence in client services
- Participates in regular performance review and program evaluation process
- Enters all services provided in the Correlate and iCare database. Maintains statistics and prepares and submits monthly reports
- Ensures strict adherence to client confidentiality and all other professional codes of conduct
- Maintains complete and confidential client records; both print and electronic
- Works collaboratively as part of the Settlement Team and the Westman Immigrant Services Team, engaging in a collaborative team atmosphere
- Respects professional boundaries
- Participates in, and prepares minutes for, staff meetings, planning sessions and workshops
- Assists in calling clients for follow-up or reminders for appointments.
- Participates in professional development activities to remain current in the field



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- Provides administrative support to ensure the settlement office operations are maintained in an effective, up to date and accurate manner
- Covers for front desk personnel during lunch hours or as the need arises
- Performs other related duties as requested by the Settlement Services Manager

Basic Qualifications

- At least 2 years administrative experience
- A university or college degree is considered an asset
- Additional language is an asset
- Ability to maintain a high level of activity, manages multiple competing priorities

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral and written communication skills
- Demonstrated ability to coordinate and plan workshops
- Be proficient using Windows and Microsoft Office tools such as Excel and Word
- Be comfortable working in a fast-paced diverse multicultural environment and multi-tasking
- Leadership skills
- Knowledge of data based programs
- Knowledge of newcomer settlement experience
- Ability to manage client caseloads
- Organizational and time management skills
- Ability to work independently and as a team
- Creative thinking and problem solving

PHYSICAL DEMANDS

- Using computer for extended period
- Climbing stairs
- Spend long hours sitting and standing

CONDITIONS OF EMPLOYMENT

- A Police background check/Vulnerable Sector Check
- Child Abuse Registry
- Must possess and maintain a valid Class 5 Manitoba Driver's License
- Work evenings and weekends as required

WESTMAN IMMIGRANT SERVICES POLICY COMPLIANCE

- Shall follow all company policies and procedures



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- Westman Immigrant Services does not tolerate sexually or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to immediate discipline
- Shall maintain confidentiality of records and information at all times
- Shall maintain a professional image

POSITION DETAILS

Job Type: Full-time, Permanent
Benefits: Blue Cross Health Benefits Package
Vacation: Year 1 – prorated entitlement of 2 weeks
Year 2-3 – 2 weeks' vacation
Hours of work: 74 hours every 2 weeks within the hours of 9 a.m. to 5:00 p.m. Monday-Thursday (4:30 p.m. on Friday)

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND A

Reply with a cover letter and resume by email, to:

info@westmanimmigrantservices.ca

Application Deadline: May 17, 2019