

## JOB POSTING

**Job position:** Life Skill Worker  
**Location:** Brandon  
**Type of employment:** Casual, up to 20 hours per week  
Days, Evenings and/or Weekends (Hours may vary, depending on the work needed)

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### Primary Function

Assist newcomers in enhancing their life-skills and adapting to their new home in Canada.

### Essential Functions + Responsibilities

- Welcomes new clients and conducts needs assessment
- Assist newly arriving refugee and families through community orientation, information, counseling, and securing housing and other basic needs
- Provide clients with practical guidance to help them cope with the challenges of everyday living including banking and accessing services like Manitoba Health Services, Social Security Number, etc.
- Encourage clients to work towards self-sufficiency and employment
- Maintain regular contact with assigned cases, including required home visits to identify and address barriers
- Other duties as assigned

### Knowledge, Skills and Abilities

- Experience working with multicultural communities.
- Cultural awareness and sensitivity.
- Experience providing life skills training.
- Familiarity with Brandon and the services available for newcomers.
- Effective problem-solving.
- Excellent oral and written communication.
- Fluency in Arabic, Somali, Swahili, or Urdu.
- Dependable organization and time management.
- Creative thinking and problem solving.
- Ability to work collaboratively.
- Ability to maintain confidentiality.
- Initiative, flexibility, and adaptability.

### Basic Qualifications

- Valid driver's license is required.
- Current clear Criminal Record and Adult/Child Abuse Registry check and Clear Driver's Abstract.
- Additional languages are an asset.

If you are interested in this position, please send a reply with a cover letter and resume by email, to: [hr@westmanimmigrantservices.ca](mailto:hr@westmanimmigrantservices.ca)

Prior applicants are still in the running, there is no need to reapply. Thank you to all who apply, but only those selected for interviews will be contacted.

Deadline to apply - ongoing