



INTERNATIONAL WOMEN OF SASKATOON (IWS)

International Women of Saskatoon (IWS) Program Description

JOB TITLE:
Employment Training Program (ETP) Worker
TITLE OF IMMEDIATE SUPERVISOR:
Assistant Manager, Skills Development & Community Connections Programs
TITLE OF DIRECT REPORTS
N/A
JOB CLASSIFICATION AND STATUS
Term Contract and In Scope
ORGANIZATIONAL PROFILE:
The International Women of Saskatoon (IWS) is a grassroots women's organization and a registered charity established in 1985 with the mandate to help improve the status of newcomer/immigrant/refugee women and their families residing in Saskatoon and area by assisting them, using innovative programs and delivery strategies, to become full participating members of the Canadian society.
SUMMARY OF POSITION/MANDATE (PURPOSE):
Reporting to the SDCC Assistant Manager, the ETP Program Worker is responsible for program assisting with recruitment and screening, program activities coordination, facilitating work and life skills workshops, maintaining records, and evaluating, and compiling and developing narrative and statistical reports as using the approved templates as it pertains to the ETP program.
TASK DESCRIPTION:
Program Planning <ul style="list-style-type: none">• Facilitate the planning and hosting of information sessions per intake period to ensure clients' access to timely and accurate information pertaining to the program• Facilitate the screening via personalized interviews and selection process of program participants in strict compliance with the enrolment conditions and in consultation with Management• Be responsible for communicating to all interested participants enrolment decisions including maintaining adequate liaisons with relevant stakeholders• In consultation with management, prepare teaching materials, class schedules and other program resources required to achieve clients' learning goals and target outcomes• Facilitate the supports of external presenters/supporters (paid or volunteer capacity) prior to the start of each intake period with the aim of fostering linkages with local labour market resources• Conduct and maintain records of prior knowledge and skills assessments for each client• Act as the Liaison for all communications and meditative supports as they pertain to clients' application and access Provincial Training Allowance (PTA)• Ensure that all necessary equipment are available prior to the start of each intake period
Workshop Facilitation/Classroom Supports <ul style="list-style-type: none">• Facilitate on site class instructions for 51-54 clients (7-18 clients per Intake period)• Facilitate Life/Job readiness workshops using approved curricula and instructional methods that consider clients' linguistic needs, labour market dynamics and resources• Facilitate the use of expert content presenters, where appropriate/needed• Using approved templates and record management systems that track clients' personal



INTERNATIONAL WOMEN OF SASKATOON (IWS)

identification records, attendance and progress/performance outcomes

- Liaise with other team members to determine the resources required to effectively deliver the key deliverables including maintaining a safe keeping of all relevant materials
- Liaise with the Volunteer Associate to mobilize and support volunteers to assist program participants

Employment Related Assistance

- Ensure exceptional client services, including complying with operational standards, responding to inquiries, proactively mitigating and resolving challenges in the best interest of the clients
- Collaborate with project team members to facilitate clients' access to positive mentorships and referrals to additional community resources
- Using approved case management strategies, provide early intervention supports to clients, maintaining paper and electronic based records of such interventions
- Be responsible for liaising with the Job developer to facilitate the sharing of timely and relevant information to support career action planning and job development

Evaluation and Reporting

- Maintain accurate and timely qualitative and statistical records on each client using approved client data management systems
- Using approved evaluation methods and tools, facilitate client feedback sessions in order to collect data/impact stories and measure program activities and determine performance outcomes
- Prepare and provide to Management in a timely manner, written interim and final reports on each participants using case management model of reporting in fulfillment of the terms of the funding agreement
- Assist with all other duties as may be assigned in furtherance of the program objectives and the mission of IWS

ACCOUNTABILITIES

- Ensure quality programming that supports the achievement of the expectations under the funding agreement including key deliverables and reporting expectations
- Provide input to the Management for the purposes of continuous improvement
- Provide the participants with the knowledge and skills on how to explore training requirements and career opportunities in Saskatchewan
- Ensure that participants identify suitable and relevant vocational goals
- Ensure that the participants gain an understanding of Labour Market information and the occupations in demand
- Ensure that the participants gain an understanding of how to navigate the job search processes (job search strategies, interviews, hidden job market) to attain employment
- Assist the participants to obtain necessary skills, certification, tickets and/or licensing to meet employer qualification in their occupation of choice
- Assist participants with the development of personal marketing tools such as: resumes, cover letters and application forms
- Provide personal supports to participants to secure and maintain employment (e.g job coach, mentor, etc)
- Treat others fairly, always acting in an honest and trustworthy manner through a commitment to



INTERNATIONAL WOMEN OF SASKATOON (IWS)

excellent personal performance and personal ownership

- Take personal responsibility for actions
- Immediately inform the Manager of issues that may be of concern to the Organization

SKILLS AND KNOWLEDGE

- Ability to multi-task and work under pressure with minimum supervision independently and independently and cooperation/collaboration internally with staff and externally with other agencies
- An excellent understanding of peculiar barriers to employment for new Canadians
- Knowledge of current available settlement programs, services, and resources in area
- Excellent group facilitation skills and experience facilitating job training workshops
- An excellent understanding of labour market trends and the business community in Saskatoon and area
- Excellent oral and written English language skills, including experience with report writing
- Proficiency in MS Office Applications and applicable client data management systems, including SimpleCTS
- Positive attitude, enthusiastic, and upbeat personality
- Strong leadership, problem solving, inter-personal, team-work and organizational and cultural sensitivity skills
- Valid Criminal Record Check/Vulnerable Sector Search
- Other Language abilities is an Asset

FACTOR INFORMATION

EDUCATION AND EXPERIENCE

- A University Degree in Arts/Social Sciences/Education/or Business Administration
- A minimum of three years experience working with immigrants, refugees, and newcomers to Canada with a good understanding of the unique challenges/issues that affect the population
- Knowledge of Saskatchewan's immigrant/newcomer settlement programming and provincial and national immigration and settlement policy
- Relevant experience in Project Coordination

EFFORT

- Will have multiple priorities, including reporting requirements to Assistant Manager
- Will work with vulnerable and multi-barrier clients, with high and complex needs

WORKING CONDITIONS

- Will work in an Office environment and off-site at program locations

HOURS OF WORK AND SCHEDULE

- 35 hours/week
- Monday – Friday, 9am – 4.30pm

WAGE & BENEFITS

- \$21/hour plus MERCs
- Standard Organization's Group Retirement Plan/Health and Dental Benefits

CONTACT INFORMATION

APPLY TO:

Acting Human Resources/Policy Manager
International Women of Saskatoon (IWS)
careers@iwssaskatoon.org



INTERNATIONAL WOMEN OF SASKATOON (IWS)

APPLY BY:
August 25, 2019
CONTRACT DURATION:
September 16, 2019 to July 31, 2020
NOTE
We also wish to advise that only those individuals who have been selected for an interview will be contacted.