



Calgary Immigrant Women's Association is a not for profit Immigrant serving agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Equity, Excellence, Collaboration, Inclusiveness and Empowerment.
Empower Immigrant Women. Enrich Canadian Society.

Facilitator – Immigrant Girls, Boys and More Program Family Resource Network

Full Time Position - 37.5 hours per week

Competitive salary and benefits package

The Facilitator is responsible to deliver educational sessions and workshops about healthy relationships and career mentorships to immigrant, newcomer to Canada and refugee youth ages 14 years and over.

DUTIES AND RESPONSIBILITIES

- Actively promote strategies that address the risk factors that immigrant youth 14+ face related to gender and family-based violence
- Deliver educational sessions for youth to increase and strengthen social connections and building individual capacity
- Develop and deliver interactive and engaging presentations tailored to the interests of the participants
- Create age appropriate and culturally sensitive educational activities for immigrant youth
- Provide customized sessions to immigrant youth in the areas of bullying, family violence, self-esteem, healthy relationships, language support, education and employment
- Refer high risk youth for effective case management and specialized services in the community
- Help connect youth with civic engagement opportunities
- Support the program coordinator with program promotion
- Provide in-home support as needed to youth and their families
- Assist with intake and assessment of clients
- Identify language ability of the participants' family and arrange first language support as needed
- Conduct follow-up services to clients
- Maintain clear communication with schools, different social service agencies, religious groups and staff
- Establish partnerships with various ethnic populations
- Assist with program evaluation and outcome measurement
- Ensure client data entry is complete in CMS and iCARE databases
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager including requests for additional paid hours on a temporary basis when needed

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner

- Demonstrate a high level of initiative and enthusiasm
- Conduct business according to highest levels of confidentiality and privacy laws
- Ensure honest, open and accurate communication
- Keep all team members up to date about relevant information
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Post-secondary education in the areas of social work, education, communication, recreation, social sciences or other related fields
- At least 2 years' experience working with youth, 14+ years, from diverse backgrounds
- Group facilitation skills
- Ability to plan and run activities for youth
- Superior written, communication and presentation skills
- Experience in outcome measurement
- Self-starter within a fast-paced, highly collaborative environment
- Excellent word processing and computer skills
- Professional attitude and leadership skills
- Second language is required
- A valid driver's license and reliable vehicle is required

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.