

## Job Profile

<b>Job title</b>	<i>PACT Work Placement Coordinator</i>
<b>Program</b>	<i>PACT Program</i>
<b>Department</b>	<i>Employment Programs</i>
<b>Reports to</b>	<i>Employment &amp; IT Manager</i>
<b>Profile ID</b>	<i>PC 1</i>

## Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are extremely passionate about **CULTURE** and we are also a Great Place to Work.

## Who YOU are?

As the Employment PACT Work Placement Coordinator and a part of the Employment Program, you are an integral part of the SIA team and bring your passion for supporting team members and facilitating and providing career development to our clients. You will support Newcomers learn and develop their employability skills. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

## What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

## How will YOU-WE work?

Everyone's safety and welfare are our key priorities and we are utilizing all kinds of alternative methods in delivering our programming. SIA is a supportive and flexible employer that works with you to make sure you have the best environment to do your work. This position serves Saskatoon and surrounding area so there will be online and in person requirements.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

## Job Purpose

The Work Placement Coordinator (WPC) is responsible for setting up occupation appropriate work placements for program participants and provide support and resources to both participants and work placement hosts during the placement period. This employee meets individually with participants to work towards achieving steps in their career action plan. This position administers evaluations to the participants and the work placement hosts and collects their feedback for reports. The WPC needs to collect and monitor the payroll submissions for reimbursement. This position also works in collaboration with the Employment Coordinator (EC) to assist with recruitment and selection of participants for each intake.

## Position Details

### Hours

37.5 hours per week

### Wage

\$25.81- \$27.81 per hour depending on experience & qualifications

### Contract Length

April 8<sup>th</sup>, 2024 – March 31<sup>st</sup>, 2025 (with possibility of extension)

### Deadline to Apply

March 31<sup>st</sup>, 2024

## Duties and Responsibilities

### Program Coordination & Support

- Promote and advertise the program in the community
- Support the EC with the recruitment and selection phase of the program
- Meet with participants one-on-one to discuss career goals and potential work placement opportunities
- Research and contact companies/organizations that match participants' career goals
- Set up work placement interviews and when successfully completed, coordinate the work placement details and the signing of the agreement with participants and work placement hosts
- Respond appropriately to the personal barriers which may be preventing participants from pursuing and achieving employment success
- Provide participant support and one-on-one career counseling when necessary
- Provide ongoing support and employment counseling to current and past program clients
- Act as a liaison between clients and employment hosts to develop ongoing employment support systems to address specific and individual needs (i.e.) communication skills, cultural tendencies, additional training services (computer courses, technical courses, etc.)
- Develop and administer methods of evaluation in order to receive valuable feedback from participants and work placement hosts about the successes and/or challenges of the placement
- Establish and maintain a respectful and professional relationship with program participants and work placement hosts (employers)
- Provide follow-up care and support for participants and work placement hosts (employers) as needed

- Support the EC with planning and organizing any program specific events when required
- Facilitate the in-class training and workshops in the absence of EC

### **Program Administration**

- Use computer word processing, spreadsheets, and online database software to prepare required reports and documents
- Write reports on the work placement portion of the program and share with the PC, management and funders before contractual deadlines
- Request payroll copies from employers in order to provide reimbursements and maintain an updated list of work placements details on each intake and client
- Provide all necessary information and documents in a timely and effective manner to management, funders, and the Bookkeeper
- Maintain proper filing of client information that is in compliance with confidentiality requirements

### **Education**

- An undergraduate degree (not restricted to, but preferably) in the areas of Commerce, Education or the Humanities with a background in one or more of the following areas: Social Sciences, Political Studies, English Language Arts, Commerce, or Psychology

### **Experience**

- 1-2 years' experience coordinating in the non-profit and/or settlement sectors
- An equivalent combination of education and work related experience will be considered

### **Knowledge, Skills and Abilities**

- Skilled at coordinating programs for visible minorities and EAL learners
- Knowledge and appreciation of contemporary issues related to aspects of multiculturalism such as intercultural understanding, equity, human rights, language rights and cultural retention
- Extensive knowledge of the Saskatchewan labour market, job trends, employment opportunities, and the hidden job market
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software
- Excellent interpersonal and client-service skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

### **Requirement of Employment**

- Criminal record check

### **Direct Reports**

None

### How to apply

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to [jobs@saskintercultural.org](mailto:jobs@saskintercultural.org)

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you.