



P: 204.589.7347
F: 204.586.9476
E: info@newcentre.org
394 Selkirk Ave.
Winnipeg, MB
R2W 2M2

North End Women's Centre Job Posting

NEWC is located on Treaty 1 territory on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. NEWC facilitates opportunities for participants people in healing, wellness and capacity building through diverse community-centred approaches.

North End Women's Centre (NEWC) is committed to inclusion and equity and strives to ensure that our staff team reflects the diversity of the community we serve. Indigenous peoples, Black people and other people of colour, persons with disabilities, persons of minority sexual orientations, gender identities and expressions and persons with relevant lived experience are encouraged to apply and will be prioritized. We are committed to removing barriers to employment that are faced by groups that have been historically, persistently and systemically marginalized and encourage (but do not require) members of these groups to self-identify as such in their cover letters.

If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please contact us and we will work with you to meet your needs.

Position: Drop-In & Outreach Support Facilitator

The Drop In & Outreach Support Facilitator creates an atmosphere of safety and inclusion with their warmth and kindness in all areas they are working. As a member of the Community Support Team, they support the functions of the drop-in space as well as provide support to the Outreach & Harm Reduction Coordinator meeting people in the community.

Knowledge and Experience:

- While education is important, NEWC equally values applicants that have combined work and lived expertise
- Knowledge of the impacts that colonization, residential schools, the 60's scoop, the child welfare system and the genocide of Indigenous peoples, has had on their culture and language and sacred traditions.
- Experience and understanding of Traditional Indigenous teachings and ceremonies.
- Experience working in a community-based organization or/living in the North End area
- Previous experience providing customer service
- Knowledgeable about harm reduction practices and principles and an understanding of safer drug-use and sex supplies available for free through the drop-in
- Knowledge of working from a trauma-informed, harm reduction, participant-centered and anti-oppressive framework
- Knowledge of the resources available in the community for participants experiencing poverty, homelessness, mental health, problematic substance use and gender-based violence
- Knowledge and demonstrated ability to apply cultural humility, pro-choice and trauma-informed care
- Previous experience using Microsoft Outlook, Word, Excel and Access or other database programs.

Skills and Abilities:

- Kindness in action and a strong belief in community care for all of our relatives
- Thoughtful, kind and direct verbal communication skills
- Ability to work independently and as a team member, and ability to follow direction and make decisions within the parameters of the job

- Responsive to the needs of the community and work flexibly in a high stress/ fast paced environment
- Non-judgemental and accepting attitude and ability to practice professional boundaries

Duties and Responsibilities

- To welcome visitors to the Centre and continuously promote a community understanding of the Centre’s vision, mission, objectives, values, policies, programs, and services.
- Under the guidance of the Drop in Team Lead, ensure that participants in the drop in are adhering to specific policies and guidelines of the Drop In as outlined in the Employee Policy and Procedure Manual
- To ensure all resources, pamphlets, brochures, and posters displayed are up to date and in align with the North End Women’s Centre’s philosophy and values
- To provide participants with information regarding the various programs offered at the North End Women’s Centre and to register them for programs as appropriate
- To process snack orders for Drop- in and Community Support Team (snack storage)
- To complete data entry related to program requirements (monthly)

Other Duties

- Open and close the Centre
- Answer phones and take messages for staff members ensuring they are accurately relayed through voicemail or message book
- Ensure NEWC’s garbage and recycling is put out for pick up in a timely manner and in accordance to the City Standards
- Ensuring that sanitization and cleaning meets and exceeds all public health guidance for infection prevention
- Go on outreach in the community
- To participate in all staff and team meetings
- To participate in relevant training opportunities as required
- To participate in monthly supervision meetings and annual performance reviews

Additional Requirements

- Valid Class 5 license is preferred
- For this position the successful applicant must be able to lift up to 40 lbs; and to be able to frequently sit, stand, bend and navigate stairs
- Satisfactory Criminal Record and Child Abuse Registry Check
- ASSIST Suicide Prevention Certificate, CPR/First Aid training and De-escalating Potentially Violent Situations or willingness to attend training

Job Status: FT Term until March 31, 2023 with the possibility of extension
37.5 hours per week (8:30-4:30pm) Monday to Friday. Flexibility to do evening work until 9pm

Salary Range: \$18-\$24 per hour (dependent on qualifications and experience)

Closing Date: OPEN UNTIL FILLED

Start Date: ASAP

Resumes and a cover letter may be submitted by email, mail, fax, or dropped off: Lisa Carriere, Program Manager
Fax: 204-415-4672 Email: lisac@newcentre.org

Only those selected for an interview will be contacted. Our hiring process from start to finish typically takes 6 weeks. Our process is as follows: **1.** Position is posted internally and externally **2.** Only candidates meeting the eligibility criteria will be contacted for an interview **3.** The interview panel may include 2-3 members that include the hiring manager and a current front-line staff. **4.** Reference checks will be conducted on the short-listed applicants **5.** Successful applicant will be presented with a Job offer and if accepted will start on a mutually negotiated date.