



Welcome Place, 521 Bannatyne Ave., Winnipeg, MB. R3A 0E4  
Phone: (204) 977-1000, Fax: (204) 956-7548  
Internet: [www.miiic.ca](http://www.miiic.ca)

**LIFE SKILLS TRAINER**  
**(All Languages)**  
**Casual (0 – 15 hours per week)**

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**POSITION SUMMARY**

Life Skills Trainer provides one to one hands-on support to newcomer clients to help develop the practical life skills necessary for successful independent life in Canada. Life Skills Trainers provide experiential teaching in the client's native language. The Life Skills Trainer encourages and motivates newcomers, assists with decision-making, and fosters independent living.

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**KEY RESPONSIBILITIES**

- Provides services in the client's native language;
  - Establishes a working relationship of trust and respect;
  - Provides in-home life skills training on topics such as cleaning supplies, proper cleaning, use of appliances, sanitation, food preparation and storage, personal safety, hygiene, use of telephone and mail delivery, etc.;
  - Provides community life skills training on grocery and household shopping, public transportation, basic budgeting, handling currency, writing cheques, using ATM machines, and accessing community resources;
  - Assesses client's life skills needs and tailors services accordingly;
  - Provides interpretation and accompanies clients as required;
  - Consults regularly with Advisors;
  - Coordinates client schedule in cooperation with other departments to ensure all necessary tasks are completed and services provided;
  - Prepares and submits up-to-date notes regarding services provided to clients and statistical reports as required on time;
  - Maintains client confidentiality;
  - Promotes and encourages clients to be involved as volunteers at MIIC;
  - Advises and encourages clients to participate in the relaxing and fun activities delivered at MIIC;
  - Provides feedback to clients and brings concerns to the Advisor;
  - Provides input on programs and services for the purpose of program evaluation and improvement;
  - Attends staff meetings and outside meetings as required;
  - Promotes an inclusive and respectful work environment enforcing a policy of non-discriminatory and non-judgemental services where diversity is welcome;
  - All MIIC personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
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## QUALIFICATIONS

### Essential:

- Demonstrate written and oral fluency in English and other languages required by the position.
- Familiar with privacy rights;
- Demonstrate understanding of factors affecting successful client settlement of newcomers;
- Proven knowledge of database systems, computer navigational skills and basic software use;
- Knowledge of the services and resources available to newcomers;
- Connection with relevant ethno-cultural groups and communities to support the needs of newcomers;
- Able to work flexible hours and weekends;
- Ability to work under pressure and perform independently and as part of a team;
- Demonstrated interpersonal skills to deal with staff, clients and the public;
- Demonstrate organizational and record-keeping skills;
- First Aid Certificate;
- Police Record Check for Vulnerable Sector
- Child Abuse Registry Check.

### Assets:

- Excellent oral and written communication in other languages;
  - WRHA Interpreter or Community Interpreter Training;
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## EDUCATION/EXPERIENCE

- High school diploma or an equivalent combination of skills, education and relevant experience;
  - One-year relevant experience working with newcomers;
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## COMPENSATION

- Classification V, \$15.15 per hour.
  - Casual position, 0 – 15 hours per week.
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## HOW TO APPLY

Please submit your resume and cover letter that clearly states:

- Languages spoken
- How you meet the specific criteria

Email in confidence to:

Human Resources  
Manitoba Interfaith Immigration Council Inc.  
Email: [careers@miic.ca](mailto:careers@miic.ca)

**Deadline: Open until filled.**