



EMPLOYMENT OPPORTUNITY

Healthy Muslim Families Inc. is pleased to invite applications for the following position:

Position Title: Access to Justice for Refugee Claimants Project Coordinator

Position Location: Winnipeg, Manitoba

Position Type: Part time, Hybrid

Salary/Wages: \$20-\$25 per hour for 20 hours per week

Training: Training and orientation for successful candidate

Access to Justice for Refugee Claimants Project

The successful candidate will be responsible for developing and implementing the Access to Justice for Refugee Claimants Project. This community-led initiative is being launched to address gaps in services available to support refugee claimants. The project will use a community capacity building approach by training volunteers and community mentors to provide services and support to refugee claimants. Project partners include SEED Winnipeg, Aurora Family Therapy Centre, Immigrant and Refugee Community Organization of Manitoba, Immigration Partnership Winnipeg, Bilal Community and Family Centre, HoodFams, Immigrant Centre, and the Immigration Matters in Canada Coalition.

Healthy Muslim Families

The Access to Justice for Refugee Claimants Project will be hosted by Healthy Muslim Families (HMF). HMF is a non-profit charitable organization based in Winnipeg, Manitoba. Our mission is to strengthen and empower families through education, programs, services, and support, in line with Islamic values. We operate from a belief that strong families make a strong community. We serve ethno-cultural communities that include new immigrant communities and thus strive to provide culturally appropriate services and services in the first languages of the community.

Main Job Responsibilities:

- Refine the work plan in consultation with Community Steering Committee
- Recruit community volunteers
- Organize training sessions for community volunteers
- Provide mentorship and support to community volunteers
- Coordinate appointments with refugee claimants and organize legal clinics for refugee claimants
- Support refugee claimants with filling out initial forms to make a refugee claim
- Accurately maintain participant files in an effective and confidential manner
- Engage in outreach and networking to inform community organizations and community members about the availability of support services for refugee claimants
- Compile resources for refugee claimants such as medical examiners and immigration lawyers
- Establish referral relationships with key community organizations and legal professionals



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Other Duties:

- Coordinate meetings of the Community Steering Committee
- Submit reports and documentation of project activities in a timely manner. Participating in meetings and trainings
- Completing other duties as assigned

Assets:

- Lived experience as a refugee or newcomer to Canada
- Knowledge of the process for making a refugee claim
- Understanding of settlement challenges and barriers that newcomer families face
- Experience filling out government forms and navigating government systems
- Knowledge of community resources for refugee claimants
- Ability to find and compile information
- Experience facilitating workshops and meetings
- Volunteer coordination
- Project management
- Excellent oral and written communication skills
- Additional languages other than English
- Experience working in the non-profit sector

Please submit a resume and cover letter explaining your interest, qualifications, and related experience, including language ability by August 22nd, 2022.

Submit resume to the attention of Executive Director at humaira.jaleel@healthymuslimfamilies.ca

We appreciate all those who apply but only candidates selected for the position will be contacted.