



## Bilal Community and Family Centre Inc

33 Warnock Street, Winnipeg, MB R3E 3L6  
Ph: 204-772-7358 | Fax: 204-272-3397  
Website: [www.bilalcommunitycentre.ca](http://www.bilalcommunitycentre.ca)  
Email: [info@bilalcommunitycentre.ca](mailto:info@bilalcommunitycentre.ca)

### Job Title: NCMI Justice Cases Coordinator

**Location:** Bilal Community and Family Centre

**Job Type:** Full-time

### About Us:

Bilal Community and Family Centre (BCFC) is a non-profit organization dedicated to empowering Winnipeg immigrant and refugee communities to achieve social and economic success. BCFC is committed to empowering marginalized youth, particularly those at risk of involvement with the justice system. We provide comprehensive support, advocacy, and intervention services to ensure that young people are given the tools they need to build better futures. Our goal is to promote positive outcomes for youth through education, mentorship, and community engagement.

### Position Overview:

We are seeking a passionate and driven **Program Coordinator** to assist in implementing our Newcomer Community Mobilization Initiative. The successful candidate will work closely with, and under the supervision of the NCMI coordinator, handling all **Justice referral cases**. The Newcomer Community Mobilization Initiative identifies and supports newcomer and immigrant individuals with complex needs involved with multiple systems and/or involved with Justice/Law enforcement, or at-risk of becoming Justice involved or are unable to access services in Winnipeg. The purpose of the initiative is to work collaboratively with different agencies to create innovative solutions to intersectional community safety and well-being challenges. Through this initiative, we connect newcomers to different resources, practices and tools to ensure that they are moving towards their goals by reducing barriers and increasing communication and collaboration among different systems. The successful candidate will assist in providing collaborative and wrap around services in which multiple government and non-profit agencies are involved. In addition to working with justice referrals, the successful candidate will also work collaboratively with the Justice Department and many other agencies who may be involved with those clients.

### Key Responsibilities:

- **Program Coordination:** Coordinate different aspects of the Newcomer Community Mobilization Initiative, ensuring smooth operation and alignment with the organization's mission and goals.
- **Justice Cases Facilitator:** Work closely with youth, families, and other stakeholders to provide individual case management and support. This includes conducting assessments, developing intervention plans, and monitoring progress.
- **Justice Liasson:** Justice referrals and work with multiple government and non profit agencies to provide wrap around services. Works with youth within the justice system, liaising with legal professionals, schools, social services, and other relevant agencies.
- **Training & Support:** Facilitate training sessions for staff, volunteers, and community partners on best practices for working with youth at risk and supporting positive justice outcomes.
- **Community Outreach:** Build relationships with local agencies, schools, and community and faith organizations to raise awareness of the program and promote collaboration.
- **Data Collection:** Monitor program effectiveness and gather data that highlights progress, challenges, and areas for improvement.
- **Other Responsibilities:** Work with NCMI team members to ensure program objectives are met.



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### Qualifications:

- **Education:** Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology, Anthropology, or a related field (Master's degree preferred).
- **Experience:** Minimum of 2 years of experience working with at-risk youth, youth justice, or related social services. Experience in program coordination, case management, and advocacy is a plus.
- **Skills:** Strong interpersonal and communication skills, ability to work effectively with diverse groups, and a deep understanding of the challenges faced by youth involved in or at risk of involvement in the justice system.
- **Compassionate Leadership:** Ability to inspire, mentor, and support youth participants and community members.
- **Problem-Solving:** Strong ability to assess needs, identify resources, and develop solutions to help youth navigate the justice system.
- **Cultural Competency:** Experience working with youth from diverse backgrounds, including youth of color and newcomers.

### Why Join Us?

At Bilal Community and Family Centre, you'll be part of a supportive team working towards a meaningful cause. You'll have the opportunity to make a direct impact on the lives of youth who need it the most, helping them overcome challenges and finding new paths forward. We offer a collaborative, inclusive, and dynamic work environment, along with opportunities for professional growth and development.

### How to Apply:

Interested candidates are invited to submit a resume, cover letter, and three professional references to:

**Info@bilalcommunitycentre.ca**

Please include "NCMI Justice Cases Coordinator" in the subject line of your email.

**Application Deadline:** April 15, 2025

The Bilal Community and Family Centre is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.