

POSTING

EARLY CHILDHOOD SETTLEMENT COORDINATOR

Permanent Part Time (32 hours per week)
(Tuesday to Saturday)

First Steps-Early Years Refugee Program

First Steps is a multi agency collaborative project to provide intensive ECD focused settlement and developmental support, to young refugee children and their caregivers to enable them to gradually transition into mainstream services and resources. The project is in collaboration with DIVERSEcity Community Resource Society, Options Community Services and Umoja Operation Commpassion Society. This program arose in recognition of the importance of the early years and the critical child development, parental attachment/bonding as parents and caregivers work on their issues of settlement, adaptation and support. Program operates from two sites, at DIVERSEcity and at Umoja.

Position:

The Early Childhood Settlement Coordinator provides developmentally appropriate activities in a play based Early Childhood setting for children from infancy to school age with an emphasis on attachment, bonding and early literacy. In addition the Coordinator is primarily responsible for the Data Entry and administration the ECE program. The Coordinator is also responsible for working with the other ECE staff and Program manager in planning and implementation of curriculum.

KEY DUTIES AND RESPONSIBILITIES

- In coordination with First Steps Program Managers and program staff, assists in the development of day-to-day ECD programming for both First Steps locations. Assists with the coordination of monthly activities and ensures they are within IRCC and funding guidelines while following BC Early Learning Framework and best practices.
- Plans, carries out and evaluates daily child centered developmentally appropriate, culturally sensitive play-based early childhood activities that meet the physical, social, emotional and cognitive needs of the children and families. Provides early literacy and family literacy activities in families' home language and English.
- Enters daily client group stats and notes into program databases within required timelines and deadlines. Files source documents, maintains and updates program, files, and ensures confidentiality of all information related to clients and staff.

NOTE: Applicants not selected for an interview will not necessarily be notified.

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Posted: 08/20/2018

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- Works as a front-line deliverer in the program. Maintains a working knowledge of parenting services, community services, resource persons and a wide range of parenting issues and initiatives, and dispenses this information for service providers, families and the community.
- Purchases program supplies from petty cash fund, recording and submitting receipts; maintains and orders supplies within a prescribed budget. Assists the First Step's Program Manager to maintain proper financial record keeping.
- Completes child development screenings with parents as a part of the Service Plan. Reports on progress, behaviours and other issues. Makes appropriate referrals to other support services as necessary.
- Performs other related duties as required.

QUALIFICATIONS

Education, Training, and Experience

- Bachelor's Degree in a related field and/or Early Childhood Education Certificate and/or a combination of training and experience.
- Current Level I First Aid Certificate
- Typing speed of 45 to 50 wpm
- Experience working with families who have experienced resettlement and or trauma from diverse backgrounds.
- Group facilitation experience considered an asset
- Crisis line training an asset

Job Skills and Abilities:

- Demonstrated ability to work with staff effectively, foster team work and leadership skills
- Ability to work independently
- Proficient in both oral and written communication.
- Must possess excellent interpersonal skills.
- Be highly motivated to independently complete tasks/duties/daily maintenance in a timely manner.
- Commitment to a problem solving approach.
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community.
- Demonstrated competency for and understanding of a community development approach and community based service delivery.
- Ability to identify sensitive issues and maintain confidentiality.
- No relevant criminal history.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Must have an appropriate valid B.C. Driver's License and reliable vehicle.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.

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This position will be exposed to a high level of noise and distractions from children. Direct delivery includes moderate-heavy physical activity involving walking, running, and standing, bending, sitting on the floor and lifting children up to 40lbs.

* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position]

CLOSING DATE: Resumes will be reviewed starting [August 29, 2018] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Paula Church, Program Manager
Options Community Services Society

Email: paula.church@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21168] and outlining your qualifications and related experience for the position.

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