

POSTING

FAMILY RESOURCE SUPPORT WORKER Casual on-call

Family Resource Programs

The Family Resource Support Worker plans, develops and implements various activities for children and their parents/caregivers who attend the drop-in programs offered through the Family Resource Programs (FRP).

KEY DUTIES AND RESPONSIBILITIES

- Plan, organize, set-up, implement, assess and supervise daily activities and programming that meets the needs of children and their parents/caregivers. Ensures that agency program standards, guidelines and policies and provincial Family Resource Programs Best Practices Guidelines are met and maintained.
- Set-up and maintain the play areas in a clean and orderly manner and assist as directed with general maintenance of the facility in both primary and satellite locations.
- Nutritious snack and/or meal preparation for participants as required. Responsibilities may also include supply shopping for snacks and meals, as directed by the program coordinator.
- Encourage and facilitate the participation of individuals in the program. Create a fun and enjoyable atmosphere in order to enhance the program's appeal to participants.
- Maintain an up-to-date working knowledge of early childhood development, parenting support services, community resources and a wide range of parenting issues and initiatives, and share this information with service providers, families and the community.

QUALIFICATIONS

Education, Training, and Experience

- Early Childhood Education Certificate and/or a combination of education, training and experience in a related field. Candidates with less education will be considered.
- Group facilitation skills
- Current Level I First Aid Certificate
- Food Safe Certificate
- Parent Child Mother Goose Facilitator Training (an asset)

Job Skills and Abilities:

- Must demonstrate an ability to provide age appropriate activities for the children and develop program related reference and resource materials.
- Proficient in both oral and written communication.
- Demonstrate excellent interpersonal skills.

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

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 11/06/2019

OCS Posting #:A21480

- Required to work in a dynamic environment which may call for adaptation to the emerging trends/demands. A high level of motivation and sensitivity is required to effectively deliver services to a variety of individuals.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- 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.
- Crisis line experience an asset.

* An eligibility list will be maintained for up to 6 months

CLOSING DATE:

Resumes will be reviewed starting [November 13, 2018] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Shelby Gordon, Program Manager
Options Community Services Society

Email: shelby.gordon@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21480] and outlining your qualifications and related experience for the position.