

# POSTING



## EARLY CHILDHOOD SETTLEMENT COORDINATOR Permanent Part Time (28 hours per week)

### First Steps Early Years Settlement Program

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The Early Childhood Settlement Coordinator supports the day-to-day operations for the First Steps Early Years Refugee Program. The Program Coordinator is also actively involved in the planning, development and implementation of the daily programming and services to clients at both the DIVERSEcity and Umoja First Steps locations.

#### 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 co-ordination 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.
- Schedules and organizes regular meeting sessions with Early Childhood Settlement Workers to discuss, plan and review the ECD components of the First Step's program.
- In consultation with the First Steps Program Managers, develops and implements regular program evaluation in co-operation with the staff, families and community stakeholders and prepare summary reports as required.
- 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.
- Enters daily client group stats and notes into program databases within required timelines and deadlines.
- Enters data from source documents into program databases, such as client intake forms, and follows program procedures for uploading of documents.
- Files source documents, maintains and updates program, files, and ensures confidentiality of all information related to clients and staff.
- 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.
- Help parents increase their knowledge of child development and parenting skills through role modeling, sharing resources and teachable moments using developmentally

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

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appropriate activities, modeling, observing, questioning, demonstrating and reinforcing techniques.

- Maintains a working knowledge of and effective relationship with early childhood services, community services, resource persons and a wide range of early childhood issues and initiatives, and dispenses this information to families and the community.
- Works with clients in completing specific goals as set in the Service Plan and Exit Form including integration visits and/or home visits weekly. Follows up as required with the Service Plan.
- Completes child development screenings with parents as a part of the Service Plan. Reports on progress, behaviors and other issues. Makes appropriate referrals to other support services as necessary.
- Provide daily ECD settlement discussions to assist with child/family settlement and parenting in the Canadian context.
- Recognize, document and take appropriate action in case of suspected abuse, illness, or accident following the Child Abuse Protocol and General Safety Guidelines.
- Ensure a healthy and safe environment in which multi-age children can interact, using developmentally appropriate natural materials where possible.

## **QUALIFICATIONS**

### **Education, Training and Experience Required:**

- 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 words per minute.

### **Additional Skills Considered an Asset:**

- Group facilitation experience.
- Food Safe Certificate.
- Experience working with families who have experienced resettlement and or trauma from diverse backgrounds will be considered an asset.

### **Job Skills and Abilities:**

- Demonstrated ability to work with staff effectively, foster team work and leadership skills.
- 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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\* 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 September 23<sup>rd</sup> 2020 but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Kristina Saito, Senior Manager, Early Years Centre  
Options Community Services Society

Email: Kristina.Saito@options.bc.ca

**Please include a cover letter clearly indicating the posting number [#A21639] and outlining your qualifications and related experience for the position.**