

We're Hiring!

**Posting:
A21833**

**Family Resource Program Coordinator
Permanent Part-time (11 hours/week)
Wednesday & Thursday**

**Newton Family
Resource Program**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Newton Family Resource Program (NFRP) is a preventative drop-in program for young children and their parents and caregivers. The Family Resource Program Coordinator, in cooperation with the Family Resource Support Worker, plans, organizes, implements and evaluates the parent and family programming component of the drop-in to foster and empower families to be successful in the five core areas of FRP service: family support, parent education and learning, early literacy and learning, play-based learning, information and referrals. The Family Resource Program offers a welcoming environment, which promotes socializing and sharing of experiences, information and ideas.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Develops, maintains and delivers a healthy Family Resource Program in the five core areas of service following FRP Valued Practices, FRP and community development principles and FRP Standards of Practices, including the health and safety of the facility and equipment, in cooperation with the Family Resource Support Worker.
- Promotes Family Development by designing and implementing curriculum for parent education including parent-child attachment and self-regulation. Maintains and builds a collaborative family-centered capacity-building model that supports families to address their needs.
- Fosters a calm and nurturing environment designed to encourage cooperative, independent and social play to develop healthy self-regulation through a daily schedule that includes indoor / outdoor, active / quiet, individual / group activities and cultural diversity in cooperation with the Family Resource Support Worker. Requests input from and participation of parents in the development of program.
- Prepares and submits complete statistical information, written/verbal reports, and other documentation on time and as deemed necessary. Ensures that accurate program and client records are maintained and that confidentiality is a priority. Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures.

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

Posted: 21-June-07

- In consultation with the Family Resource Program Manager, develops and implements regular program evaluation in co-operation with the staff, families and community stakeholders as required.
- Works as a front-line facilitator 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. Liaises with community service providers and professionals to coordinate service provision, facilitates referrals to the program and represents the agency at external events.
- Provides program tours to new participants and orients them to the parent-participation model of parent-child interaction drop-in programs. Promotes engagement and builds relationships with first-time and regular FRP participants.
- Recognizes documents and takes appropriate action in case of suspected abuse, illness, or accident following the Child Abuse Protocol and General Safety Guidelines.

QUALIFICATIONS

Education, Training, and Experience:

Must have:

- Early Childhood Education Certificate and /or Family Resource Program Certificate, or a combination of education, training and experience in the field of Family Support and/or Early Childhood
- Current Level I First Aid Certificate
- Food Safe Certificate
- Verified good character and sufficient reference history to verify this requirement.
- Appropriate valid B.C. Driver's License and reliable vehicle.
- Two years recent related experience working with young children and their families in a play-based, family centered environment.

Assets:

- Demonstrated ability to manage staff effectively, foster team work and leadership skills
- Group facilitation skills

Knowledge Skills and Abilities:

- Proficient in both oral and written communication.
- Must possess excellent interpersonal skills.
- 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 and supervise staff.

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- Commitment and ability to work with vulnerable people through a supportive, non-judgmental and strengths-based approach.
- Be highly motivated to complete tasks/duties/daily maintenance in a timely manner.
- 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.
- An understanding of the family-centered, capacity-building approach and goals of Family Resource Programs.
- Must have the ability to build positive relationships with parents facing diverse barriers to learning and well-being, including ESL and Aboriginal families so that adults are secure in their role as parents and families form stable interpersonal support networks.
- Must be sensitive to and respectful of cultural and lifestyle diversity.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **June 14, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Shelby Gordon, Program Manager, Family Resources Program
Options Community Services Society

Email: shelby.gordon@options.bc.ca

Please include a cover letter indicating the posting number **[#21833]** and detailed resume outlining your qualifications and related experience for the position.

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