

We're Hiring!

**Posting:
A21892**

Family Resource Support Worker
Part-Time
(14 hours per week)

**Family Resource
Program - Whalley**

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.

These positions requires union membership.

**Compensation is in accordance with Appendix A of the BCGEU Collective Agreement.
(Grid level 8 of the JJEP wage grid)**

The Whalley Family Resource Program offers a friendly, welcoming setting at various community locations where children can play and make new friends while enjoying a healthy, nutritious snack, and parents/caregivers can find support and resources related to parenting, child development, early literacy and the health and safety of young children.

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 Program (FRP).

HIGHLIGHTS OF KEY 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.
- Providing families with information on early childhood development, parenting support services and community resources (such as upcoming parenting groups, infant development programs offer in their community, early childhood developments workshops, etc.)
- 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.
- 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.

QUALIFICATIONS

Education, Training, and Experience

- Certificate in a human/social service field and 6 months recent related experience required. A combination of education, training and experience in a related field will be considered.

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

Posted: 21-Aug-6

- Level 1 First Aid Certificate

Knowledge 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.
- 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.
- Ability to identify sensitive issues and maintain confidentiality.

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 **August 12, 2021** 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

Please include a cover letter indicating the posting number [**#21892**] and detailed resume outlining your qualifications and related experience for the position.

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