

We're Hiring!



EARLY CHILDHOOD SETTLEMENT WORKER

Posting Requisition	<i>A22084</i>	Program	<i>First Steps Program</i>
Job Type	<i>Permanent, Part-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>21 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is 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.

The Early Childhood Settlement Worker 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.

ACCOUNTABILITIES

- 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 the home language and English.
- Help parents increase their knowledge of child development and parenting skills through role modeling, sharing resources and teachable moments using developmentally appropriate activities, modeling, observing, questioning, demonstrating and reinforcing techniques.
- Identifies the abilities, interests and needs of children and develops individualized and group curriculum based on these.
- 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, behaviours 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.
- Communicates with families about the children's growth and development.
- Completes data entry and submits written reports in a timely manner as required by Program Manager or on-site manager of OCS, DIVERSEcity or Umoja.
- Performs other duties, as required.

QUALIFICATIONS

Education, Training, and Experience:

- Degree or Diploma in Early Childhood Education and a minimum of three years related experience working with families who have experienced resettlement and or trauma from diverse backgrounds.
- ECE License is required.
- Current Level I First Aid certificate.
- Preference will be given to candidates with fluency in a second language (Arabic, Dari, Pashto, Tigrinya or Somali)
- Valid Class 5 B.C. Driver's License and use of a personal vehicle may be required.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-June-08

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Skills and Abilities:

- Demonstrated effectiveness as part of a staff team.
- Computer and typing skills are required.
- Willingness to learn and actively participate in professional development.
- Demonstrated capacity to be creative, flexible, resourceful and adaptable.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Non-judgmental, respectful, positive, supportive attitude.
- Ability to identify sensitive issues and maintain confidentiality.
- Ability to develop program related reference and resource materials.
- Commitment to a problem-solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Sensitivity to the financial, social, physical, cultural and personal barriers that refugees and new immigrants face.

SPECIAL REQUIREMENTS

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

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Shelby Gordon, Program Manager
Options Community Services Society
Email: shelby.gordon@@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22084] and outlining your qualifications and related experience for the position.