

We're Hiring!



ECE SETTLEMENT WORKER

Posting Requisition	22352	Program	<i>Early Years Services - First Steps</i>
Job Type	<i>Regular, 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.

First Steps is a program that provides a comprehensive range of integrated Early Childhood Development focused services including early learning/ literacy, outreach, screening, health, Parenting and family support and Community connections. This program is jointly managed by DIVERSEcity Community Resources Society and OCS, with liaison support from Umoja Operation Compassion Society.

The Early Childhood Settlement Educator position 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.
- Maintains a working knowledge of 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.
- Liaise with other professionals as necessary.
- Ensure a healthy and safe environment using natural materials where possible.
- Maintain confidentiality of all information related to the clients and staff.
- Attend regular staff meetings as well as participate in Key Worker and case management meetings as needed to support clients ECD needs.
- Gather regular client feedback through client satisfaction surveys and program evaluations. Makes recommendations with regard to the development of the program.

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

Posted: 23-Aug-11

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- Maintain online training through Relias as well as other training recommendations made through the program or management.
- Perform other related duties as required including Costco pick up.
- Follow written and verbal directives from the immediate supervisor, executive director or designate. Due to the partnership model in the operation of this program, staff may be given program direction and supervision by managers of OCS, DIVERSEcity or Umoja.

QUALIFICATIONS

Education, Training, and Experience:

- Degree or Diploma in Early Childhood Education is required.
- ECE License to Practice is required.
- Minimum three years experience in a related position;
- Experience working with families who have experienced resettlement and or trauma from diverse backgrounds.
- Current Level I First Aid certificate.
- Valid Class 5 B.C. Driver's License and use of a personal vehicle may be required.

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.
- Applicants with lived experience are strongly encouraged to apply.

PLEASE APPLY TO: Kristina Saito, Senior Manager
Options Community Services Society
Email: kristina.saito@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22352] and outlining your qualifications and related experience for the position.