

**Orléans-Cumberland Community Resource Centre
EarlyON Child and Family Centre**

Job description

Family Resource Worker

The Family Resource Worker is part of a multidisciplinary team that coordinates the delivery of programs and services to meet the needs of the Orléans-Cumberland community. Under the supervision of the Program Manager, he or she will coordinate, plan and deliver high quality services outlined by the EarlyON Child and Family Centre guidelines for children from birth to 6 years and their families / caregivers.

The EarlyON service complement is composed of:

- 1) Engaging parents and caregivers (parenting workshops, postnatal support programs, targeted outreach);
- 2) Supporting early learning and development (playgroups & parent education with respect to child development);
- 3) Making Connections for families (Information- sharing and referrals to specialized services);
- 4) Other related duties (toy lending library responsibilities).

The Family Resource Worker's responsibility is to support the needs of parents/ caregivers and their children from birth to age 6 by providing the above mentioned services. Parent/child drop-ins are delivered at our main site in Orléans as well as in other satellite locations.

Detailed Responsibilities:

1. Engaging parents and caregivers:
 - Develop, prepare and facilitate parenting workshops to meet the specific needs of families (positive discipline, nutrition, play-based learning or other topics);
 - Sensitive to the needs and preferences of families;
 - Provide off-site programs within the rural community;
 - Maintain effective links with our community partners.
2. Supporting Early Learning and Development:
 - Prepare and facilitate learning activities, such as playgroups for children from birth to 6 years of age and their parents / caregivers;
 - Develop the programming of the playgroups following the Ontario's pedagogy for the Early Years, "How Does Learning Happen?" in collaboration with the team;

- Support children, parents and caregivers with a sense of belonging, well-being, engagement and expression through daily routines;
 - Promote children's mental health by supporting them to form close and secure relationships while managing a range of emotions;
 - Allow children to live their emotions in a healthy way, taking into account the development of the child;
 - Supervise volunteers and students as required.
3. Making Connections for Families:
- Respond to the concerns of parents / caregivers about their children's development through discussions and observations supported by validated tools and resources;
 - Refer families to community-based early childhood services or programs or any other family needs;
 - Develop and maintain resources on early childhood services.
4. Program logistics and administration:
- Managing toy lending library;
 - Organizing and maintaining the physical space of the Centre in collaboration with the team;
 - Compiling the necessary documents and statistics required by the City of Ottawa;
 - Preparing and distributing promotional materials for the Centre;
 - Performing resource inventory;
 - Participating in team meetings, internal and external sector committees;
 - Performing other duties related to the position.
5. Team work and collaboration:
- Attending and participating at team meeting and general staff meetings;
 - Maintaining effective communication of information among internal and external resources;
 - Following Centre policies and procedures.

Position Requirements:

- Diploma in Early Childhood Education;
- Registered and in good standing with the College of Early Childhood Education;
- Three years of work experience with children (birth to 6 years), parents and caregivers;
- Certificate in General First Aid and CPR;
- Excellent knowledge of child development, emergent curriculum and Ontario's Pedagogy for the Early Years (How Does Learning Happen);
- Experience in program planning and delivery in accordance to How Does Learning Happen;
- Demonstrated experience with group facilitation;
- Excellent knowledge of early childhood resources;
- Demonstrated skills on working collaboratively with community partners on early learning initiatives;

- Strong interpersonal and communication skills;
- Demonstrated ability to identify and serve needs of people with diverse cultures and backgrounds;
- Experience and sensitivity working with different types of families (including LGBTTTQ2+);
- Demonstrated flexibility, a sense of organization and initiative;
- Proven ability to work independently and within a team approach;
- Ability to work flexible hours including evenings and weekends;
- Excellent computer skills.