



The Orléans-Cumberland Community Resource Centre (OCCRC), a non-profit bilingual organization offering community services to meet the needs of the residents of Orléans-Cumberland and surrounding areas, is seeking a:

**Bilingual Family Resource Worker Assistant
For its EarlyON Child and Family Centre
Student position – \$ 15/hour**

Temporary 30 hours/week position – 8 week contract
(July 4th to August 26th, 2022)

The OCCRC is located on unceded Algonquin territory. Its mission is to work with the community to support individuals in their efforts to achieve their full potential with services designed to meet their physical, emotional, social, economic and mental needs. Our values include respect, personal connection, diversity and inclusion, as well as empowerment.

PROGRAM DESCRIPTION

EarlyON centres offer free, high-quality indoor, outdoor and virtual programs for families and children from birth to 6 years old. A wide range of services and resources allowing families and childcare providers to:

- join fun art, sensory and learning activities;
- get advice from professionals trained in early childhood development;
- find out about other family services in the community;
- connect with other families with young children.

RESPONSIBILITIES

The Family Resource Worker Assistant 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 Family Resource Worker's, the person will coordinate, plan, and deliver high quality services outlined by the EarlyON Child and Family Centre guidelines. Services offered will be in accordance to Ottawa Public Health measures.

The Family Resource Worker Assistant's responsibility is to support the needs of parents / caregivers and their children from birth to age 6 by providing a variety of services. Parent/child drop-ins are delivered at our main site in Orléans, in other satellite locations, outdoor and virtually. The Family Resource Worker Assistant is expected to develop and implement activities, such as art, sensory, and learning activities. The person is to participate, assist and eventually lead activities. Creating

Facebook content for the EarlyON Facebook page is encouraged. The Assistant is also expected to complete administrative and programming duties such as prepping, cleaning and disinfecting. When possible, the person participates in EarlyON and CRC meetings as well as outreach activities.

QUALIFICATIONS

- Must be between 15 and 30 years old;
- Must be Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents;
- Experience working with young children (birth to 6), parents and caregivers;
- Knowledge of early childhood development and parenting;
- Good communication and interpersonal skills;
- Good knowledge of community resources;
- Ethno cultural diversity experience is an asset;
- Egalitarian philosophy and non-judgmental attitude (e.g. gender, culture, race, sexual orientation, religion and other);
- Ability to work effectively in a team;
- Knowledge of computer systems including Microsoft Office;
- Access to a vehicle is considered an asset;
- **Oral and written fluency in English and French essential;**
- Additional language skills are considered an asset.

If you are interested in this position, please submit your application in writing, including your resume, **before 8 a.m. on Monday June 6th, 2022:**

By mail: Selection Committee – Family Resource Worker Assistant
Orléans-Cumberland Community Resource Centre
105-240 Centrum Boulevard
Orléans, Ontario K1E 3J4
Attention: Rita Tapia

By fax: (613) 830-4196

By e-mail: rtapia@crcoc.ca (preferred method)

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs, and deliver equitable outcomes for all, regardless of their aboriginal status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal opportunity employer who values the diversity of individuals in our programs and services. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

We would like to thank all those who have submitted a job application in advance, but will only those selected for an interview will be contacted.