Community Resource Centre | Centre de ressources communautaires
Orléans-Cumberland

Bilingual Family Resource Worker

Employment type	Starting Wage	Schedule
Full-time – Permanent	**$ 27.35 - $ 31.07** **Competitive benefits, vacation package, and opportunities for salary advancement.**	**5 days/week (35 hours) –** **One evening shift per week and Saturday mornings, both on a rotating schedule**

About Orléans-Cumberland Community Resource Centre

Do you love collaborating as part of a close-knit, high performing team to directly impact and strengthen Orléans-Cumberland communities? Do you want to feel a sense of belonging where your voice will be heard? The OCCRC is more than an organization – we are an active eco-system with a concrete impact in the community we serve!

We are a bilingual non-profit organization committed to strengthening Orléans-Cumberland communities by providing a wide variety of free programs and services supporting individuals to achieve their full potential. We are friendly, welcoming, inclusive, empathetic and non-judgmental. We provide sector competitive compensation and benefits, coaching and support to realize your full potential, and the space to live your life outside of work.

About you

You naturally empower and inspire others to reach their full potential and are a passionate advocate for individual and community well-being. You are someone who strives for continuous improvement in all that you do, and you actively look for opportunities to strengthen your skills, invest in your own growth and development, and embrace change.

You foster an environment that is inclusive and open-minded, nurturing genuine connections, celebrating differences and embracing diversity. You listen deeply, communicate openly and transparently and welcome feedback.

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What you will do and the value you will add

Drawing on your experience, you will offer a range of services designed to support people in their efforts to improve their quality of life.

As a member of a multidisciplinary team, you will provide free, high-quality indoor, outdoor and virtual programs for families with children from birth to 6 years old. You will support the needs of parents/caregivers and their children by leading and coordinating playgroups, baby groups, a toy lending library, and parenting workshops. You will offer parent/child drop-ins at our main site in Orléans, in rural communities of Navan and Cumberland, at outdoor parks, and other surrounding areas.

Key responsibilities

- Plan, coordinate and set up programs in an environment that fosters positive learning for children from birth to 6 years of age.
- Provide children, families, and caregivers with opportunities to meet and make connections.
- Design and deliver play-based learning experiences that are fun and engaging.
- Build responsive adult-child relationships supported by the "How Does Learning Happen?" Ontario's Pedagogy for the Early Years.
- Engage in caring and respectful interactions with children, families and caregivers.
- Support families with child development information and concerns.
- Provide referrals and facilitate connections with community programs and services.
- Manage a Toy Lending Library.

Job Requirement

- Post-Secondary Education Diploma in Early Childhood Education
- Registered as an Early Childhood Educator
- Three years of work experience with children (birth to 6 years), parents and caregivers
- Certificate in General First Aid and CPR or willing to obtain
- Knowledge of child development and Ontario's pedagogy for the Early Years
- Familiar with early childhood resources
- Applies an anti-racism lens to programming
- Fluency in French and English
- Additional language abilities are an asset
- Valid driver's license and access to a reliable vehicle

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Skills And Attributes for Success

- Dependable and reliable
- Able to work independently with sound judgment and resourcefulness
- Action-oriented, self-starter
- Highly collaborative
- Excellent prioritization and time management skills
- Demonstrates flexibility, organization and a sense of initiative
- Excellent interpersonal communication skills
- Ability to apply an equity, diversity and inclusion lens
- Ability to identify and meet the needs of diverse communities in Orléans-Cumberland
- Collaborative team player with the ability to lead in multidisciplinary environments and take initiative when needed
- Ability to handle sensitive and confidential information
- Embrace change and organizational evolution

Application Process

Please submit your application before 8:00 a.m. Monday, December 7th, 2026. **Click Here to Apply**

Equal Opportunity Employer

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all, regardless of their indigenous 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 that values the diversity of individuals in our programs and services. If you require accommodation at any stage in the selection process, please let us know the nature of the accommodation.

We want to thank all those who have submitted a job application in advance. Only those selected for an interview will be contacted.

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Note: OCCRC may use technology tools, including automated screening or AI-enabled systems, to support parts of our recruitment process (for example, organizing applications or identifying relevant experience). All hiring decisions are made by OCCRC team members.