

JOB POSTING

Position Title:

Family Resource Program (FRP) Coordinator at the Family Hub

Length of Service:

Part time 2 days a week (Tuesdays and Thursdays 11:30am-7:30pm), some evenings and weekends may be requested.

Anticipated Start date:

Contract - January 15, 2018 to September 30, 2018.

Position Summary:

The Coordinator position is responsible for supporting the early years, families and children at the Family Hub.

Reporting Structure:

Reports to Family Services Manager- KCR Community Resources

Prime Functions:

Hub Environment

- Monitor daily, weekly, monthly cleaning policy and procedure
- Responsible for the main area design and strategies to accommodate all ages and learning styles for ages 0-6 years
- Connect with KCCS Program Coordinator & Consultant to develop early years appropriate learning themes every month and borrow appropriate toys on a monthly basis from the KCCS Toy Lending Library

Ages and Stages

- Implement Ages and Stages Screening Tool at the HUB
- Mentor Hub Facilitator in using, scoring and follow-up/referrals for the Ages and Stages tool
- Support increased learning for Hub Facilitator in Child Development, ages 0-6

Early Years Family Support

- Provide information and referrals
- Coordinate outreach (i.e. Infant Development Consultant visit at the HUB)
- Identify potential partnerships and gaps and connect with KCR Family Services Manager

Reporting and Statistics

- Collect KCR mandatory Statistics
- Maintain funder Statistics

Qualifications:

- Certificate in Early Childhood Education and/or Certificate and/or Degree in health or social sciences and/or a combination of related education Previous experience working with families and young children 0 - 6 years in an interactive setting
- Training and experience in supporting parents, children and families
- Experience working cooperatively with a variety of community agencies preferably in the Central Okanagan
- Demonstrated ability to work with a broad cross section of people and groups with a strength based, capacity building approach
- Demonstrated ability to apply the participatory approach to family and children supports
- Demonstrated interest in working in a team milieu with other staff, community agencies and volunteers
- Strong commitment to family, parenting and healthy child development
- Ability to work flexible hours to accommodate the needs of service activities
- Good computer skills
- Ability to work within an existing budget
- Must have a cleared Criminal Record Check and current First Aid Certificate

Please direct your resume and cover letter to sherre@kcr.ca.

Recruitment will be active until a suitable candidate is found. We thank all applicants. Only those chosen to be interviewed will be contacted.