

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Parent Support Worker, Registered Early Childhood Educator (RECE) – Bilingual Essential	JOB #:	2017-0042
Status:	Contract from May 29, 2017 to December 29, 2017	Hours:	17.5 hours/week
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$22.627-\$26.620/hour
Application deadline:	Wednesday May 24, 2017 at 4:00 pm		

Job Summary

Coordination and implementation of parent/child activities for children birth to six years.

Job Specific Responsibilities

1. Direct Client Service

- Makes referrals to other staff and/or agencies pertaining to relevant child issues.
- Performs needs assessments for children/families.
- Provides information and resources to families.
- Establishes working relationships with relevant agencies/services that support client needs.
- Maintains awareness of current issues and developments in the respective field.
- Develop and deliver parent education workshops as required.
- Model appropriate child guidance techniques.
- Plans and delivers a mentoring program for children.

2. Administration

- Maintains electronic/paper client records and protects the confidentiality of the information.
- Performs administrative functions as required by the program.
- Assists in maintaining the program database by entering data, generating reports, supporting analysis, and regular auditing of data integrity.
- Assists in preparation of program and promotional materials and other documents as assigned.
- Maintain an inventory of program resources available to clients.

3. Human Resources

- Provides support and assistance to volunteers and/or placement students.

4. Teamwork and Collaboration

- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program
- Attends and participates at team and general staff meetings as scheduled
- Participates in the evaluation component of relevant program
- Maintains effective communication of information among internal and external stakeholders
- Participate in staff development as appropriate to the position.
- Works within established policies of off-site organizations where staff are housed.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

Qualifications

1. Education

- Diploma in Registered Early Childhood Education (RECE) and/or equivalent training.

2. Professional Experience

- Three to five years experience working in a child/adult oriented environment.
- Experience in program planning and delivery.
- Training and experience with group facilitation.

3. Key Competencies

- Extensive knowledge of community and child development.
- Demonstrated ability to work effectively in a multi-disciplinary team environment.
- Experience working with different population groups served by the program.

4. Linguistic Profile (for Centres with French Language Service Designations)

- Under the Centre's designation to provide French Language Services for identified positions.
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - French (oral expression): A+
 - French (oral comprehension): A+
 - French (reading comprehension): A+
- Other languages an asset.

5. Personal Suitability/Other Requirements

- Excellent communication and interpersonal skills with adults and children.
- Availability to work flexible hours including evenings and weekends.
- Proficiency in the use of computers and various software applications.