

INTERNAL / EXTERNAL POSTING

FAMILY RESOURCE WORKER – EARLY YEARS CENTRE .8 CONTRACT TO DECEMBER 31, 2018 (with the possibility of extension)

SCOPE OF POSITION

The Family Resource Worker is responsible for coordinating and delivering Early Years Centre parent-child drop-in programming, including: early learning activities, information and referral and parent education with respect to child development and parenting. Drop-ins are delivered at our main site in Kanata as well as in our outreach locations.

EDUCATION / EXPERIENCE

- Early Childhood Education diploma and registration with the College of Early Childhood Educators is required;
- Minimum of 2 years' direct work experience in an early learning environment, working with children 0-6, parents and care providers;
- Experience working in partnership with other early years providers in a service integration model/framework;
- Knowledge of early years development and family resource programs;
- Demonstrated group facilitation skills;
- Proven conflict resolution skills;
- Experience working with volunteers;
- Proven ability to work independently, and within a team approach;
- Strong communication skills;
- Demonstrated ability to identify and serve the needs of diverse communities;
- Drivers' license and \$2 million in liability insurance is required

LANGUAGE:

- This position is designated under the French Language Services Act
- Ability to communicate fluently in English and French, spoken and written required;
- Additional language abilities an asset.

SALARY:

- Starting Salary Range \$41,517.00 to \$43,349.00 per annum (prorated to hours worked)

Please submit your résumé by 4:00 p.m., Tuesday, December 19, 2017:

Reply to: Janice Weir, People Services Manager
Western Ottawa Community Resource Centre
2 MacNeil Court, Kanata ON K2L 4H7
E-mail: careers@wocrc.ca

Due to the volume of résumés received, only those applicants selected for an interview will be contacted.