

Bringing care and community together / Jumeler soins et collectivité

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 to the College 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., Friday, November 10th, 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.