



Family Support Facilitator – Permanent, full-time position

35 hours per week – \$20.73 to \$22.80 per hour

Are you passionate about working with children and families? Do you enjoy working as part of a team in a thriving and inclusive environment? Are creativity, flexibility, facilitating and building connections for families some of your strengths?

This is an opportunity for you!

Who We Are

Caledon Parent-Child Centre (CPCC) is a non-profit, charitable organization that provides high quality programs for children, parents and caregivers in Caledon and the surrounding areas. The Centre is a hub, offering an important blend of services that strengthen families and assist them in the critical role of raising young children. Services include child development and early learning opportunities, early identification of developmental concerns, referrals to specialized services and supports, and parenting education.

The Position

Reporting to the Program Supervisor, the Family Support Facilitator is responsible for the planning and delivery of developmentally appropriate programs that meet the needs of parents/caregivers and children from birth to 6 years old while providing emotional support, resources, information, and referrals to enhance the quality of care they provide. The successful candidate will be working primarily with our families in our EarlyON and Growing Together programs providing Parent Education and Support Groups in person and virtually. This position is located at our Bolton site and surrounding community.

Areas of Responsibility

In this growing organization, you will perform the following tasks:

- Provide families/caregivers emotional support, resources, information and referrals to enable them to enhance the quality of care they provide
- Plan and facilitate early learning programs that reflect best practice curriculum guided by the ELECT, How Does Learning Happen? Ontario's Pedagogy for the Early Years, and the Principles of Family Support
- Deliver inclusive programs and services as they relate to adult education and support groups
- Support with accessing employment, education/training resources, food security, housing and childcare
- Providing support to new mothers through facilitation of programs and support groups, including those experiencing Post Partum Mood Disorders
- Create welcoming environment that encourages participant engagement
- Complete administrative tasks as required (statistics, reports, program evaluations, etc.)
- Drive the Caledon Parent-Child Centre mobile unit (van) when required.
- Participate in community events, outreach activities and fundraising initiatives.

Skills & Qualifications

- Registered Early Childhood Educator, Family Support Certificate, Diploma or equivalent in Social Work; Child and Youth Studies; Nursing; or relevant experience in the field.



Caledon Parent-Child Centre

Connect • Learn • Grow

- Minimum 3 years of experience working with children birth to 6 years of age and families, with an emphasis on parent education, training, and group dynamics
- Experience and comfort in delivering programs and activities and attending meetings in person or on digital and/or social media platforms (Zoom, Skype, Facebook Live, etc.).
- Experience in developing and implementing emergent programs based on *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
- Proven ability to work with children with special needs and their families
- Able to work flexible hours. (Includes weekend and evening shifts)
- Excellent English verbal, written and presentation skills. Additional languages an asset.
- Strong interpersonal, leadership and organizational skills.
- Must be able to work both independently and as part of a team.
- Valid driver's license, clean driving record and access to reliable vehicle is required.
- Ability to lift up to 25 lbs. and travel to our village sites as necessary.
- Successful completion of Criminal Record Check (including Vulnerable Sector Screening) is required.
- Current First Aid and CPR-C certification is required.
- Computer literate.

Caledon Parent-Child Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted. We value the diversity of the people we hire and serve and foster a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. We thank all applicants; however only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and all other applicable legislation, Caledon Parent-Child Centre is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please advise if you require an accommodation to ensure your equal participation in the recruitment and selection process.

If you are interested in making a meaningful contribution at CPCC, forward a cover letter and resume no later than **4:00 p.m. on Monday, November 1, 2021**. For more information visit: <http://www.cp-cc.org>

Job Contact Information

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