



Family Support Facilitator – Permanent, full-time position

35 hours per week – \$21.14 to \$24.50 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 serving Caledon and surrounding areas. We provide a safe space for families to access high-quality programs and services for themselves and their children. We are an inclusive community hub, promoting positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs. We work to reduce the barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. Our staff responds with empathy to common caregiving concerns, and promotes health and positive social, emotional and physical development of children.

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 while providing emotional support, resources, information, and referrals to enhance the quality of care they provide. The successful candidate will be working primarily with families in our EarlyON and Growing Together programs providing Parent Education and Support Groups. 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
- Ensure facilities and resources are maintained with a high level of cleanliness, by replenishing supplies, sanitizing/washing equipment and toys, cleaning furniture and floor surfaces. Comply with Public Health and Safety Protocols.
- Complete administrative tasks as required
- Drive the Caledon Parent-Child Centre mobile unit (van) when required.



- Participate in community events, outreach activities and fundraising initiatives.

Skills & Qualifications

- Family Support Certificate, Registered Early Childhood Educator, Degree/Diploma in Social Work; Child and Youth Studies; Nursing; or relevant experience in the field.
- Minimum 3 years of experience working with children birth to 6 years and families, with an emphasis on parent education, child development and family-centred approaches.
- 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.
- Proficient in Microsoft Office Suite.
- 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.
- Able to work flexible hours including evening, weekend and split shifts.
- 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 rural mobile sites as needed.
- Successful completion of Criminal Record Check (including Vulnerable Sector Screening).
- Current First Aid and CPR-C certification is required.

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 Friday, July 22, 2022**. For more information visit: <http://www.cp-cc.org>

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.

Job Contact Information

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