

LOWER SIMILKAMEEN COMMUNITY SERVICES SOCIETY

Job Title: Early Years Coordinator

Benchmark: 82600, Group Facilitator **Classification Grid:** 31

Immediate Supervisor: LSCSS Executive Director

Bargaining Unit: U.F.C.W. Local 1518

Approved on:

Job Summary:

Plans, promotes, arranges, facilitates and provides group activities for parents and children 0 – 6 years of age. The Coordinator provides information and practical advice on parenting and infant/early childhood development. Activities are developed to meet the goals of the contracts, as outlined below in Appendix A. The location for these activities is primarily the Family Centre in Keremeos.

Job Duties:

1. Plans, organizes, facilitates, and provides group activities for parents and children 0-6 years of age;
2. Identifies community resources to meet clients' needs, and provides related information to clients;
3. Makes connections with families through home and community visiting to encourage parents and children to attend group activities;
4. Promotes community support for families of young children living in conditions of risk;
5. Gives program participants a lead role in planning, implementing and evaluating the program;
6. Builds community partnerships and collaborates with other community agencies delivering services to families, and helps to develop groups to meet family needs;
7. Builds partnerships, encourages volunteerism, raises funds and solicits contributions in kind for the program;
8. Reviews and accesses supplies, material and equipment to enhance group activities;
9. Collects and maintains data and related records on client participation and activities, and completes related reports;
10. Prepares reports and proposals as required;
11. Performs other related duties as assigned;

Qualifications:

Typical Education, Training and Experience

- Diploma in Early Childhood Education or Community Social Service
- Education and/or training in program planning, group facilitation and working with families of young children in conditions of risk
- Experience developing community-based programs of at least one year
- Or, an equivalent combination of education, training and experience determined to be reasonable and relevant to the level of work
- Class 5 Driver's licence and access to a vehicle for work purposes
- Current First Aid and CPR-C for children
- Current Food Safe

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to use a computer, including word processing, spreadsheet and publisher software
- Ability to plan, organize and prioritize
- Ability to establish and maintain rapport with clients
- Ability to analyze and resolve problems
- Knowledge of child development, parenting, family systems, family violence, cross-cultural issues, and community resources
- Conflict resolution skills
- Group Facilitation skills

Appendix A - Program Funder's Expectations:

1. Community Action Program for Children (CAPC) & Canada Prenatal Nutrition Program (CPNP)

7-10 hours per week promoting the healthy development of young children from birth to age 6, who face challenges that put their health at risk, such as:

- Poverty
- Teen pregnancy
- Social and geographic isolation
- Substance use
- Family violence

CAPC Program Overview:

Improve healthy child development by:

- Improving parenting skills and parent-child relationships
- Decreasing social isolation
- Increasing child self-esteem
- Providing child-focused activities, such as preschool programs and play groups

Promote and create partnerships within communities to:

- Actively involve the people they serve in the planning, managing, developing, delivering, and evaluation of their programs
- Strengthen community capacity
- Support vulnerable children and their families

Types of support

CAPC sites adapt their activities to meet the needs of the people they serve. Their programs may include:

- Nutritional support and collective kitchens
- Family resource centres
- Parenting classes and drop-in groups
- Child health and development activities
- Outreach and home visiting programs
- Specialized programs, such as support for mothers dealing with substance abuse

CPNP Provides funding to community groups to help to improve the health of pregnant women, new mothers and their babies, who face challenges that put their health at risk.

2. Early Years (MCFD through OneSky)

8-10 hours per week, 3 days per week. Provide Family and Child Drop-In Programs and Outreach Services. Monthly schedule to be provided to OneSky. Activities and Services for families 0-6.

MCFD Early Years Services Framework outlines the direct service categories that will guide the re-investment of funding.

Direct services for families with young children include those that support and promote community belonging to address social isolation, supports to families experiencing vulnerabilities, supports to access Indigenous culture and language, support to families to navigate the system of supports and make the direct connections they need and supports children to engage in early years programs.

- Family Navigation – By OneSky employee
- Promoting Community Belonging - encouraging families to connect, one-to-one peer mentoring, group meetings, parent support groups, sharing guidance, support, expertise, experiences with other parents.
- Supporting Indigenous Culture, Language Revitalization and Cultural Competency
- Supporting Families with parenting education, provision of food & equipment, unstructured informal access to professionals
- Non-Child Care Early Learning: Services that focus on child development in the following areas: physical, social, emotional, language, communication, cognitive, cultural. Physical & creative play, exploration & risk taking, learning about social responsibility and empathy, literacy & communication.

3. Gaming Funded Programs: Tumble Bumble, Similkameen Family Literacy, Generations

4-6 hours per week delivering gaming funded programs for children and families including:

- Tumble Bumble – promoting physical literacy and developing gross motor skills, hiking, gym time, etc; Art – intergenerational art, music, crafts, stories, theatre;
- Family Literacy - promoting the enjoyment and good use of language in read, written, spoken and heard communication for all age groups, bedtime stories, poetry contests, mother goose.

Quarterly & Annual Reporting as per LSCSS to include volunteer hours and donations, including in-kind.

Drafted: March 16, 2022,