



**COMMUNITY
CONNECTIONS**

“Linking People, Communities and Services”

Internal / External Job Posting

Position Title: Early Years Services Drop-in Program Facilitator
Hours: Regular part-time position 12 hours/week
Starting Date: April 1, 2019
Salary: As per BCGEU contract – Wage Grid 9
Location: Cranbrook

Community Connections Society of Southeast BC is looking for a Facilitator for parent drop-in programming in Cranbrook, BC. This is an MCFD funded program.

Position Summary:

In collaboration with program partners the facilitator is responsible for planning and implementing programs and activities for parents and children at family group drop-in programs. Work with parents and children ranging from prenatal to six years of age in a non-judgemental and confidential manner. Teach, role model and support parents in gaining parenting and child development knowledge and skills. Work with other staff and parents to maintain a safe, respectful and inclusive environment. Update and enhance equipment and material to provide optimum experience for families. Programs will be offered at the Kootenay Child Development Centre and Pinewood Elementary School. This position will report to the Early Years Services Navigator-Coordinator.

The successful candidate will:

- ❖ Promote the philosophy of family centered practice
- ❖ Work with other facilitators and parents to plan and implement activities for various parent & child group drop-in programs
- ❖ Work with other staff and parents to maintain a safe, respectful and inclusive environment
- ❖ Incorporate cultural diversity into planning
- ❖ Develop and maintain relationships with partner agencies
- ❖ Maintain up to date information relating to participant services and share information appropriately with participants. Make referrals to other community agencies
- ❖ Facilitate parent to parent connection and support
- ❖ Model pro-social problem solving and age appropriate guidance strategies
- ❖ Facilitate conflict resolution (parent-to-parent, parent-to-child, child-to-child, facilitator-parent etc.) that is non-judgmental and is focused on problem-solving
- ❖ Keep up-to-date records (attendance, registration information, etc.)
- ❖ Assist parents in completing “Ages and Stages Questionnaires” as required

209A 16th Avenue North, Cranbrook, B.C. V1C 5S8

Phone: 250.426.2976 Fax: 250.426.2978

Email: assistantdirector@ccssebc.com



We would like to acknowledge that we are on Ktunaxa ?amak?is, the territory of the Ktunaxa people



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- ❖ Teach, role model and support parents to gain parenting and child development knowledge and skills
- ❖ Performs related work as required

Qualifications:

- ❖ Diploma or certificate in Early Childhood Education; Child, Youth and Family Studies; or Family Service Worker program related training will be considered. A suitable combination of education and related experience will be considered.
- ❖ Aware of social services and early childhood development programs in Cranbrook.
- ❖ Awareness of family issues and dynamics
- ❖ Highly skilled in facilitation, mobilizing, collaboration, and flexibility.
- ❖ Problem solving, critical thinking and decision-making skills.
- ❖ Excellent written and oral communication skills and interpersonal and group facilitation skills.

Skills and Abilities:

- ❖ Ability to work with families with children ranging from prenatal to 6 years of age in a non-judgmental and confidential manner
- ❖ Ability to deal effectively with socially and culturally marginalized groups
- ❖ Ability to work as a team member and alone
- ❖ Ability to work with individuals and/or groups
- ❖ Basic computer skills
- ❖ Physical abilities to carry out the duties of the position
- ❖ Effective verbal and written communication skills

Additional Requirements:

- ❖ Successful criminal record screening
- ❖ Current Drivers Abstract
- ❖ Membership with BCGEU
- ❖ Food Safe, First Aid and CPR certifications an asset

Deadline for Applications: 4:00 PM Friday April 12, 2019

Submit to the:

Community Connections Society
Attention: Kim Levie, Assistant Director
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Cranbrook, B.C. V1C 5S8
Phone: (250) 426-2976 **Fax:** (250) 426-2978
Email: assistantdirector@ccsbec.com