



**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 20hrs/week,

After 90 days applicant is eligible for extended health benefits

Starting Date: Immediately (as soon as possible)

Salary: As per BCGEU contract – Wage Grid 9- \$20.11

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 collaboratively 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 in alternative format to accommodate Covid-19 policies and procedures. This may include one-on-one support, micro groups, online, and outdoor program delivery models. 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



**KTUNAXA
NATION**

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:

- ❖ A Diploma or certificate in Early Childhood Education; Child, Youth and Family Studies; or Family Service Worker program related training is required. 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: Position will be open until filled

Submit to the:

Community Connections Society
Attention: Karin Fraser, Early Years Program Coordinator
16 12 Avenue North
Cranbrook, B.C. V1C 3V7
Phone: (250) 426-2542
Email: earlyyears@ccssebc.com