



**Community Connections**  
Community Connections Society of Southeast BC

*“Linking People, Communities and Services”*

### **Internal/External Job Posting**

**Position Title:** Early Years Services Drop-in Group Facilitator

**Hours:** Regular part-time position 12 hours/week with the possibility of increasing dependent on funding

**Starting Date:** April 10, 2023

**Salary:** As per BCGEU contract – Wage Grid 9 Step 1 - \$21.20 per hour

**Location:** Cranbrook

Community Connections Society of Southeast BC is looking for a Early Years Group Facilitator for parent & child 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.

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



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**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: 4:00 PM, March 31, 2023**

**Please note:**

Community Connections Society is an equal opportunity employer. Only applicants that are short listed for an interview will be contacted.

**Submit to:**

Tesha Head  
Quality Assurance and Office Manager  
[officemanager@ccssebc.com](mailto:officemanager@ccssebc.com)



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