August 22, 2023

Position Title: Early Years Services Group Facilitator
Hours: Permanent part time 5 hours per week /Possibility of increased hours dependent on funding
Starting Date: ASAP
Rate of Pay: $24.56/hour per BCGEU Collective Agreement, Grid Level 9

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

Position Summary:

In collaboration with program partners the staff 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

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

Please note: Community Connections Society is an equal opportunity employer and is committed to providing a respectful, inclusive, and diverse workplace. Only applicants that are shortlisted for an interview will be contacted.

Deadline for applications: Sept 1, 2023
Submit to: Community Connections Society of Southeast BC
Attention: Tesha Head
Email: officemanager@ccssebc.com