Program Facilitator – EarlyON Child & Family Centre

Department: Prevention Services
Accountability: Supervisor, Prevention Services
Location: 464 Isabella Street, Pembroke
33110D Hwy-17, Deep River

POSITION SUMMARY:
This is a unionized position at the EarlyON Child and Family Centres in Pembroke and North Renfrew (Deep River and Point Alexander locations) within Family and Children’s Services of Renfrew County (FCSRC). The EarlyON Centres promote children’s optimal development and readiness to learn, so that they may reach their fullest potential within a healthy and secure community. EarlyON Centres provide universal services to all parents and caregivers of children birth to 6 years. FCSRC is the host agency for the Pembroke and North Renfrew Centres, with the funding coming directly from the County of Renfrew. The Program Facilitators will facilitate and work with team members, parents, caregivers, volunteers, and community partners in the delivery of parent education and child development programming within the EarlyON CFC and in outreach locations as needed. Facilitators are responsible for providing a positive, educational, language-enriched environment to enhance the social, emotional, physical and cognitive growth of children through the support of the parents/caregivers.

EarlyON Child and Family Centres are welcoming places that offer a range of services which are tailored to your community, such as:

- Fun activities – reading, storytelling, sing-alongs, games and more
- Advice from professionals trained in Early Childhood Development
- Information about other family services within your community
- Opportunities to connect with other families with young children

GENERAL RESPONSIBILITIES:
- Plan for and facilitate early learning activities, play and learn drop-ins on a daily basis, as per the assigned schedule, encouraging parents to interact and play with their children, ensuring that rules are followed, role-modeling appropriate behaviour, planning arts and crafts, referring to appropriate community services, promoting literacy and doing circle time activities;
• Provide education and training for parents/caregivers and professionals;
• Provide information about community programs and services to parents of children ages 0 to 6 and help families connect with appropriate services;
• Plan and implement family social events and seasonal activities throughout the year independently or with community partners (e.g. Christmas, Halloween, Dads Day in the Park, etc);
• Plan and deliver a variety of workshops, either alone or in conjunction with community partners to empower and provide information to parents, caregivers, professionals and students, spanning topics on healthy child development, school readiness, child development, parent education, and literacy;
• Responsible for the upkeep of the physical space, and planning area neat and tidy, responsible for the cleanliness of the toys and play equipment, responsible for materials, resources, data collection, toy inventory, ordering and organizing supplies as needed;
• Liaise with other service providers as required;
• Keep up-to-date on evidence based research with new developments in the field of child development, parenting and toy and product safety;
• Mentor students, volunteers and new staff at EarlyON Centres;
• Promote and represent the Ontario Early Years Centres programs throughout the community, liaise with schools, hospitals and other community agencies;
• Evaluate and modify programming based on Client Satisfaction Surveys and parents/caregivers’ expression of need;
• Understand and respond to the diverse needs of family (i.e. culture, religion, ethnic, socio-economic, sexual orientation, etc.) in a sensitive manner;
• Complete payroll, statistics, attending agency and team meetings, participating in orientation, regular supervision, performance appraisals, as required;
• Perform administrative duties related to programming such as registration of new caregivers or families, keeping track of program attendance, and entering this data into database for statistical purposes;
• Perform other related duties as assigned by the Supervisor and Director.

PERFORMANCE INDICATORS:
• Demonstrate a thorough understanding of the client population and the goals of the program;
• Schedule, plan, organize and effectively deliver early learning activities and workshops for families;
• Facilitate, support and mentor parents/caregivers during play and learn drop ins and provide information re: child development, school readiness, parenting, community
services as required;

• Demonstrate flexibility to ensure program delivery meets the needs of families;
• Demonstrate sound knowledge of typical development of children from birth to 6 years with continued growth and learning in all aspects of developmental milestones, parent education and community agencies;
• Recognize and identify red flags in children’s development and sensitively assist parents to seek appropriate services;
• Respond sensitively to the needs of families of diverse populations, responding to cultural and social issues while maintaining client respect and dignity;
• Develop and maintain effective working relationships with partner agencies and families using a family centered approach to meet the changing needs of children and families;
• Complete data input of records and attendance in accordance with agency, county and ministry requirements, in an accurate and timely manner;
• Respect and maintain confidentiality according to agency policies and procedures regarding family information (i.e. personal information, e-mail addresses, etc.);
• Demonstrate knowledge and ability of computer-based technologies relevant to report writing, the collection and maintenance of client information, data and other common office tasks;
• Learn and acquire new skills to maintain competency on the job, including skills related to office tasks, client needs, and professional development;
• Attend agency, team and community meetings to ensure comprehensive service delivery to families (prenatal to age 6 years);
• Participate in the orientation process, ongoing supervision, and performance evaluations, as required;
• Complete payroll, expense claims, purchase orders, as required;
• Report critical incidents to the Supervisor and Director and compile incident reports as per Ministry guidelines;
• Adhere to policies and procedures of the centre and of the agency.

KNOWLEDGE & SKILL REQUIREMENTS:

• Programming is based on infant and early childhood development. Degree or diploma at the College or University level in Early Childhood Education, Child Studies or Child Development is required. Must be registered and in good standing with the College of Early Childhood Educators;
• 2 years experience in a licensed child care or community/family resource setting, is preferred;
• This position requires flexibility, compassion, a demonstrated ability in program planning,
and a good working knowledge of community resources. The candidate must enjoy working with children and adults. Training and experience with group facilitation is an asset. Must work flexible hours (some evenings and Saturdays);

- Strong interpersonal skills with the ability to work as a multi-disciplinary team member, is required;
- Knowledge and commitment to best practices in the field of Early Learning is essential;
- Demonstrate a strong understanding of guiding documents such as: *How Does Learning Happen? Ontario’s Pedagogy for the Early Years, Think Feel Act, etc*;
- Previous experience working with children with special needs, is preferred;
- Understanding of the CYFSA, Signs of Safety, Anti-Oppressive Practice and Strength-Based approach;
- Strong verbal and written communication skills in English (French an asset);
- Valid driver’s license, insurance and ability to provide own transportation, is required;
- Current immunization records;
- Successful candidates will be required to provide a satisfactory police vulnerable sector check (current within 6 months);
- Knowledgeable about computer-based technologies relevant to data collection, and other common office tasks;
- Standard First Aid CPR/AED Level C.

**SALARY:**

As per the Collective Agreement