

FAMILY SERVICES of the NORTH SHORE

Job Posting – Full Time

Monday – Thursday 8:30-4:30

Friday 9:00-2:00

Position:	Coordinator – Thrive Family Programs
Position #:	21-2157
Reports to:	Manager, Thrive Family Programs
Location:	Thrive locations – Thrive Maplewood & Thrive West Vancouver
Closing:	July 21, 2021

The Agency:

Family Services of the North Shore is an accredited not-for-profit, community-based agency committed to making a deep and lasting impact in our community through counselling, support, education, and volunteer programs.

We understand the competing responsibilities of modern life. In every role, we will support both your commitment to our community and the very real need to take care of your family. We also understand that to take care of others, you must first take care of yourself. At Family Services of the North Shore, you can do both. We aim to provide a sustainable model of work-life balance across all our programs and services.

The Program:

Thrive Family Programs offer free low-barrier programs where parents and caregivers can play, learn, and connect with their children 0 to 6 years in an inclusive and culturally safe environment. Drop-in programs at currently at both Maplewood and West Vancouver locations support healthy early child development and parenting efficacy, based on a trauma-informed and strengths-based approach. We offer child-led play, songs and stories, snacks and lunch, parent education and support groups, resources and referrals, and a community exchange room on site. We also offer Parent-Child Mother Goose and Breastfeeding/Postpartum support in the community.

The Job:

This is a full time, permanent 1.0 FTE position (35 hours per week position) with the following hours:
Monday – Thursday 8:30-4:30 + Fridays from 9:00-2:00.

The primary role of the Coordinator will be to coordinate the day-to-day activities of the drop-in program including program setup / clean-up and ensuring a safe and healthy environment for all. You will welcome families, orient new participants to the program, promote engagement and build relationships. You will ensure that participants are familiar with the rights and responsibilities of participation and the limits of confidentiality. You will collaborate with parents and facilitate warm referrals to community supports for families needing additional or intensive support. You will also schedule Parent-Child Mother Goose sessions at Thrive locations and in the community. You will also manage registration for Parent-Child Mother Goose and any other registered programs. You will ensure that sufficient staff is scheduled to meet program needs for both the Thrive Drop-Ins and Parent-Child Mother Goose.

You will act as a Family Resource Facilitator at all Thrive locations. You will maintain up-to-date knowledge of early childhood development, parenting resources, community services and a wide range of parenting issues. You will share this information as appropriate with participants and other service providers. You may also facilitate parent education and other programs, including Parent-Child Mother Goose.

You will build relationships and liaise with the West Vancouver Community Center on facilities issues and troubleshoot as needed. You will also build relationships and liaise with community service providers, health consultants and other community professionals to coordinate service provision and schedule attendance at the drop in. You will work with your supervisor to create the monthly schedule of visits from community partners.

You will ensure that program and Agency standards, guidelines and policies are followed regarding all critical incidents, including suspected child abuse, risk to self or others, illness, and accidents.

With your supervisor, you will implement semi-annual program evaluation in cooperation with staff, participant families and community partners. You will also collect data, client records and prepare reports as requested by your supervisor. You will ensure that privacy and confidentiality of records is maintained.

The Candidate:

You have:

- A certificate in ECE, FRP or parent education or an equivalent combination of education, experience, and training.
- Current Level 1 First Aid Certificate
- A Foodsafe Certificate
- Two years of recent experience working with young children and their families in a play-based, family-centered setting with a focus on children 0-6, ideally in a senior or coordinator role.
- Experience overseeing staff and/or volunteers
- Experience gathering data/evaluations
- Experience working with diverse populations including Indigenous people.
- Working knowledge of community resources
- Mother-Goose training is an asset as is the ability to speaking a language in addition to English.

In addition, you have:

- Excellent communication skills – both orally and written.
- The ability to work cooperatively in a dynamic environment as a member of a multi-disciplinary team.
- The ability to model and support conflict resolution with children and adults.
- Ability to use good judgement, sensitivity and a trauma informed approach when working with vulnerable people and when referring parents to resources / agencies.
- Ability to carry 20 lbs and move furnishings as required.

Other Information:

You must be able to attend all locations of the Thrive Drop-In programs.

Family Services of the North Shore is committed to diversity and inclusion within its workforce and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply to become part of our Agency.

Please respond, in confidence, with cover letter and resume to careers@familyservices.bc.ca.

While we thank all applicants for their interest, only short-listed candidates will be contacted.