

We're Hiring!



FAMILY RESOURCE SUPPORT WORKER

Posting Requisition	22305	Program	<i>Family Resource Programs</i>
Job Type	<i>Casual, on call</i>	Location	<i>Surrey, BC</i>
		Closing Date	<i>Open until filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

The Family Resource Support Worker plans, develops and implements various activities for children and their parents/caregivers who attend the drop-in programs offered through the Family Resource Program (FRP).

ACCOUNTABILITIES

- Adheres to the policies and standards of Options Community Services (OCS) Society, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Plan, organize, set-up, implement, assess and supervise daily activities and programming that meets the needs of children and their parents/caregivers. Ensures that agency program standards, guidelines and policies and provincial Family Resource Programs Best Practices Guidelines are met and maintained.
- Set-up and maintain the play areas in a clean and orderly manner and assist as directed with general maintenance of the facility in both primary and satellite locations.
- Nutritious snack and/or meal preparation for participants as required. Responsibilities may also include supply shopping for snacks and meals, as directed by the program coordinator.
- Encourage and facilitate the participation of individuals in the program. Create a fun and enjoyable atmosphere in order to enhance the program's appeal to participants.
- Providing families with information on early childhood development, parenting support services and community resources (such as upcoming parenting groups, infant development programs offer in their community, early childhood developments workshops, etc.)
- Maintain an awareness of clients of the FRP and report any concerns to the program co-ordinator and/or FRP program manager.
- Provide accounting of program related expenditures, reports and statistical information as directed to the program co-ordinator and/or FRP program manager.
- Recognize, document and take appropriate action in case of suspected abuse, illness, or accident following the "Duty to Report" guidelines.
- Make recommendations with regard to the development of the program and participate in program evaluations.
- Attend meetings as directed.
- Liaise with other FRP services, community agencies and resource persons. Foster positive working relationships with team members, community partners and stakeholders.
- Additional duties may be required or existing duties modified as circumstances dictate and will be directed by the program co-ordinator and/or FRP program manager.
- Follow written and verbal directives from the immediate supervisor, deputy director, executive director or designate.
- Maintains related records and statistical information and produces reports as required.

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QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Education Certificate and/or a combination of education, training and experience in a related field. Candidates with less education will be considered.
- Group facilitation skills
- Current Level I First Aid Certificate
- Food Safe Certificate
- Parent Child Mother Goose Facilitator Training (an asset)

Skills and Abilities:

- Must demonstrate an ability to provide age appropriate activities for the children and develop program related reference and resource materials.
- Proficient in both oral and written communication.
- Demonstrate excellent interpersonal skills.
- Required to work in a dynamic environment which may call for adaptation to the emerging trends/demands. A high level of motivation and sensitivity is required to effectively deliver services to a variety of individuals and supervise staff.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Commitment to a problem-solving approach.
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community.
- Demonstrated competency for and understanding of a community development approach and community-based service delivery.
- Ability to identify sensitive issues and maintain confidentiality.
- Valid Driver's License and reliable vehicle, an asset.
- Must be sensitive to and respectful of cultural and lifestyle diversity.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Shelby Gordon, Program Manager
Options Community Services Society
Email: shelby.gordon@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22305] and outlining your qualifications and related experience for the position.