



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: mnsinfo.org / Email: info@mnsinfo.org

Job Re-Posting

Position: Black Family Support Drop-in Program Facilitator

Contract type: Full time (6 Month Contract)

Start Date: ASAP

Location: Region of Peel

Rate: \$23.55

Hours: 35 per week

Position Type: This position is part of the bargaining unit.

How to apply: Please email your resume with a cover letter to HR@mnsinfo.org

Vaccination Policy: All MNS employees are required to be fully vaccinated or submit documentation regarding Human Rights exemption, as a condition of hire in accordance with the mandatory COVID-19 Vaccination policy.

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

Position Description:

Reporting to the Manager of the Black Family Support Program, the Black Family Support Drop-in Program Facilitator is responsible for providing safe space for Black children and their parents/caregivers to gain support, and resources. Recognizing the importance of the educational initiatives for black families as part of the Ministry of Children, Community and Social Services campaign initiative supported under the Innovative Supports for Black Families.

Duties:

- Plan, develop and implement inquiry-based early years programs for Black parent/caregivers and their children ages birth to twelve (12) years.
- Ensure that the programs are relevant and meaningful for Black children and families according to the current pedagogy framework and family resource principles.
- Maintain, distribute, and keep inventory of parenting resources, equipment, and supplies.
- Facilitate and or co-facilitate parenting programs as needed.

- Provide orientations to new participants and ensure registration and sign-in procedures are maintained.
- Submit accurate and timely program administrative documents including forms and reporting documentation.
- Supervise programs sites, both in-person and virtually, to ensure health and safety of the play environment and equipment are maintained.
- Disinfect high touch point areas throughout the day and maintain light cleaning throughout the different worksites.
- Other duties as assigned.

Qualifications:

- Registered Early Childhood Educator (RECE).
- Must be registered and in good standing with the College of Early Childhood Educators
- Minimum one (1) year experience with working with families and children within an EarlyON program setting or a childcare setting.
- Certification in Mother Goose, Nobody's Perfect, Group Facilitation an asset
- Good customer service skills and comfortable dealing with the public
- Working knowledge of How Does Learning Happen (HDLH). Knowledge of relevant legislation including Child Care and Early Years Act, Family and Services Act, and Duty to Report
- Comfort and ability to wear Personal Protective Equipment (mask and eye protection) for in person programming.
- **Must be able to work evenings and weekends in both an indoor and outdoor setting.**
- Must have a valid CPR/First Aid training Certification.
- Must provide record of immunization mandated for the Early Childhood Educators (ECEs)
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) police check obtained within past six (6) months.
- Upon successful hire, must provide proof of COVID-19 vaccination or documentation regarding Human Rights exemption.

Submit a cover letter, resume, and three references to the Hiring Committee at hr@mnsinfo.org. Deadline for applications: ASAP. Upon hire, the candidate must provide police records check. We thank all applicants; however, only those selected for interviews will be contacted.

"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.