



**MALTON NEIGHBOURHOOD SERVICES**  
3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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## **Job Posting**

### **EarlyON Centre Family Support Facilitator Part-time Position**

Malton Neighbourhood Services EarlyON Centre is seeking a **Family Support Facilitator** with extensive experience and training to provide support for families and the family support principles. The incumbent will need to be available during the day Monday through Friday from 9:00 am to 2:00 pm.

#### **Primary Responsibilities:**

##### *Parent / Caregiver Capacity*

- Implement program plans to reflect best practice curriculum using HDLH, ELECT, Think, Feel. Act and principles of FRP
- Deliver programs and services as it relates to adult education and engagement
- Provide a variety of unique experiences which accommodate for group as well as individual needs of the participants
- Communicate purpose and goals of activities with parents/caregivers related to child development and play and inquiry-based learning
- Demonstrate a high level of compassion to support parents / caregivers in their role
- Support with accessing: employment, education/training resources, food security, housing, and child care
- Utilize a variety of facilitation strategies to support parents/caregivers: modeling, active listening, observing, appreciative inquiry, demonstrating and guiding
- Engage with parents /caregivers to provide evidence-based resources and referrals as it pertains to newcomers or other marginalized groups
- Facilitate and support conversations in programs with parents / caregivers who are experiencing barriers
- Facilitate positive key messaging on parenting, adult-child relations, physical literacy, healthy lifestyle, mental health
- Create a welcoming environment that encourages participant input
- Adequately monitor and supervise all participants when assessing the services
- Provide strategies to the parents / caregivers for use at home and the centre and identify next steps for a referral to a community resource, if applicable or status of referrals/outcomes

## **Secondary Responsibilities:**

### *Centre Capacity*

- Monitor the demographics of program participants and their requested needs. Ensures proper follow up and community connections are made
- Research and share appropriate resources for parents/caregivers beyond and including the early years
- Research current best practices to ensure the latest information is available to parents/caregivers
- Meet and debrief with team partners daily
- Team meetings
- Prepare and gather resources to share with parents/caregivers
- Accountable to all organizational and program policies and procedures

## **Skills/Knowledge Required:**

- Early Childhood Education/Bachelor of Social Work degree or equivalent post-secondary education in family support
- Registered Early Childhood Educator or Social Worker an asset
- Minimum 3 years' experience working with parents/caregivers and children
- Strong interpersonal, collaboration and communication skills
- Knowledge working in family systems
- Respect client privacy and confidentiality always
- Group facilitation skills within a school environment
- Fluent in French (or another language) asset
- Skill in establishing trusting relationships with all stakeholders
- Demonstrated ability to work co-operatively and negotiate effectively with a range of people in the work environment
- Current standard first aid CPR level C
- Valid driver's license with access to a vehicle

Submit a cover letter, resume, and three references to the Hiring Committee at [hr@mnsinfo.org](mailto:hr@mnsinfo.org). Deadline for applications: May 10, 2019 by 4:00 pm. A Police Clearance will be required as a condition of work.

We thank all applicants, however, only those selected for interviews will be contacted. No phone calls, please.

*Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.*