



## **Job Title: Early Years Family Resource Worker**

### **Position Summary**

Under the direction of the Executive Director, the Early Years Family Resource Worker will work as a member of the family-centred, multidisciplinary team to provide focused supports, practical information, and resources, through barrier free family drop-in programs both in centre and through outreach to Indigenous communities. The Resource Worker will ensure that families have access to early years services that foster the health, well-being, and development of children. It will provide clear pathways to enhanced services and supports such as infant development and early intervention programming supports while providing a welcoming location to foster parent peer connections. Through the work of the Early Years Family Resource Worker, parents and caregivers will have access to coordination/integration of early years services, including pathways for referrals and assessments and strong linkages with other community partners.

### **Qualifications**

- Must possess a bachelor's degree in the field of early childhood development, or equivalent combination of education, training and experience. A diploma with related experience will be considered.
- Minimum 3 years recent, related experience working with children and families in a closely related field.
- Must demonstrate experience and ability to address family functioning and support parent/caregivers with their child's social, cognitive, emotional and physical development.
- Must pass a criminal record check, including vulnerable sector screening.

### **Skills and Abilities**

- Excellent written and oral communication skills.
- Strong interpersonal skills with children, families, colleagues and community
- Strong planning and organizational skills.
- Ability to collaborate with members of the multidisciplinary team.
- Knowledge of the principles of early intervention and family centred care.

- Sensitivity and non-judgemental attitude towards vulnerable and marginalized population.
- Physical abilities to perform duties of position including lifting, bending, floor activities etc.
- Comfortable in group settings, fostering activities like circle time, reading stories, singing and rhyming, gym time, and outside play with children and families.
- Valid drivers licence and confident winter driving abilities.

## Functions

- Supports the family in developing and maintaining loving relationships with their child/children.
- Models developmentally appropriate activities and experiences that families can implement in home and community, which will encourage growth and development of the child.
- Providing observations in the development of children and ensuring that parents are aware of services and relevant professionals that can assist in meeting the needs of the child if concerns are raised.
- The Resource Worker is responsible for providing services, information and support for families regarding healthcare, social, educational, and service coordination, including the availability of resources.
- Provide opportunities for parents/caregivers to network with other families.
- Act as a member of a multidisciplinary team planning and providing wrap-around services for children and families.
- Complete program reports and statistics as required.
- Perform other related duties
- All functions are applicable during outreach.

## Competencies

- Strong interpersonal skills to work effectively with children, families and other team and community members.
- Ability to guide parents/caregivers on the process of child development and model appropriate guidance strategies for child behaviours.
- Ability to assist children's social, cognitive, emotional and physical development.
- Ability to assist families in developing and sustaining formal and informal support networks, including peer supportive relationships.
- Ability to provide families with relevant information to enable informed decision making in the development of their child.
- Ability to address family functioning and discuss with families a wide range of challenges pertaining to developmental needs, economic stressors, separation and divorce, family violence, mental health issues and adapting to a new country.
- Ability to create a space that is barrier free, safe, welcoming, and facilitates inclusion.

- Abilities to support culturally agile, appropriate and safe services to our Indigenous communities. Working respectfully, knowledgably, and effectively with Indigenous children, families, elders and community. Cultural safety is identified as the ability to understand one's thoughts, feelings and values and background, and by reflection and recognitions of one's own behaviours, establish safe and positive relationships.
- Ability to foster community partnerships and assist with referrals and access to other providers.
- Adherence to professional standards of practice and professional organizational ethics.
- Ability to apply reflective practices to their work.

### **Quality Assurance & Best Practices**

- Conduct statistics and evaluate program outcomes to adherence to agency and contract expectations.
- Lead and contribute to initiatives aimed at maintaining or improving quality of care.
- Identify and implement opportunities for program innovation and improvement.
- Ensure all services reflect evidence-based standards and culturally responsive care.

### **Essential Functions – Key Deliverables**

- Maintain a consistently available, barrier free and inclusive family drop-in program both in centre and while providing outreach.
- Responsible for implementing service approaches that are evidence and strength-based family centred approaches.
- Ensuring that all programming is guided by the vision, mission and values of the centre and based on the principles outlined in policies and procedures.