

# COMMUNITY LINKS

## Job Posting

Parent Coach – ECD Programs and Services

1.0 (35 hours/week) position to approximately March 31, 2020

### GENERAL DESCRIPTION

Community Links Family Resource Services (FRS) provides parents, caregivers and professionals with knowledge, confidence and resources thereby improving outcomes for North Rocky View Region children (0 – 12 years) supporting them to reach their full potential and become contributing members of the community. We recognize that all families have strengths and that all parents and caregivers deserve support. Our programs reflect Prevention and Early Intervention philosophies and practices. We incorporate the Core Services of Parent Link Centres (PLC) of Alberta and the Guiding Principles of Family Support (Families Canada). This position is primarily responsible for the effective delivery of family support and parent education that contribute to the achievement of Community Links' values, mission and goals as they pertain to Family Resource Services. Specific accountabilities include providing Early Childhood Development (ECD) Programs and Services including, but not limited to, groups, workshops, brief interventions (10 – 15 minute consultations), and presentations.

Community Links provides services to all residents in Airdrie, Beiseker, Crossfield, Irricana and surrounding areas of the County of North Rocky View. The main office is located in Airdrie, with satellite offices in other communities.

### KEY RESPONSIBILITIES:

#### Leadership

- Support and participate in Agency and Family Resource Services meetings and committees – including but not limited to: agency staff, team, individual supervision meetings and ECD program planning meetings.
- Practice self-development as well as support other's growth and development.
- Inspire and motivate staff and volunteers by providing on-going support and role modeling of Agency Policies and Values (Respect, Diversity, Integrity, Quality, Inclusiveness and Collaboration) including Manager Expectations.

#### Strategic Thinking

- Ensure that the programs and services offered by Family Resource Services contribute to the organization's vision, mission and values and meet the expectations of key stakeholders.
- Be supportive of agency philosophy and be comfortable with issues related to the work of the agency.
- Contribute to the annual review of all relevant department policy and procedure manuals.
- Contribute to regular FRS reports including regular monthly reports and the AGM report.

#### Program Planning and Management

- Provide all aspects of service delivery for assigned Early Childhood Development Programs and Services including the promoting, planning, preparation, implementation and evaluation (continuous quality improvement process including surveys, Annual Site Reviews, program audits, etc.) throughout North Rocky View. This includes participation in annual inventory for insurance purposes as well as maintenance of toys, resources, supplies and equipment specific to assigned ECD Programs.
- Help to ensure that programs include industry best practices, all elements of core services, child/youth development, positive parenting and behaviour guidance strategies, self-care, and effective family functioning.
- Strategies and program designs will reflect theories and philosophies that are evidence-based, strength-based, client centered, trauma informed, and culturally/gender appropriate.
- Assist in program coverage and support peers including helping with program clean up and set up when necessary.
- Ensure that all programs focus on the needs of the client, both adult and child. This includes referring families to other services and programs when appropriate, collaborate with other professionals and advocate to other services on behalf of the client.
- Implement clear, thorough and timely communication at all levels using appropriate, effective tools and techniques.
- Ensure confidentiality of client accessing programs and services in accordance with FOIP and agency policies and procedures.
- Maintain and submit clear and concise statistical information and other required documentation (such as ECD Program Plans) that meet Manager and Supervisor expectations as well as outcome measures in a timely manner.
- Ensure files, media releases and program photographs (for use in promotional materials) are secured at all times and information acquired during the completion of duties is kept in the strictest of confidence.
- Other duties as assigned.

#### Human Resources and Management

- Ensure all agency and department Policies and Procedures are respected and strictly adhered to.
- Participate in staff orientation and ongoing support and training where appropriate.
- Support the annual Development Plan process for self, Supervisor, Manager and peers.
- Support a flexible, versatile and/or changing work environment while maintaining quality, effectiveness and efficiency.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness and improve performance while fostering teamwork.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Ensure ethical behaviour and business practices are consistent with industry standards and align with the values of the organization.

### **Financial Planning and Management**

- Ensure that requests in regards to program supplies, equipment or resources are submitted to Supervisor.
- Participate in and support fundraising initiatives.

### **Community Relations**

- Involvement with committees, activities and events where appropriate and with approval of Manager.
- Represent the organization at agency, community and partnership activities to enhance the organizations community profile.
- Assist in identifying community needs and ways the organization can respond to facilitate positive change.
- Network, share and access resources with other agencies, programs and services whenever necessary and appropriate.

### **Risk Management**

- Assist agency representatives to identify and evaluate the risks to clients, staff and volunteers, property, finances, and image.
- Implement existing measures to control those risks.
- Timely completion and submission of incident forms when applicable. Follow up on critical incidents and/or situations with Manager, as required, to provide support, ensure proper protocol is followed and minimize future risks.
- Ensure agency Health and Safety policies and procedures are strictly adhered to.

### **SKILL SET, KNOWLEDGE AND ABILITIES**

- Minimum Post-Secondary Education in Early Childhood Development or 1 year relevant experience in related Human Services field.
- Extensive knowledge of child/youth development, parenting strategies and positive behaviour guidance strategies.
- Knowledge and interest in supporting families.
- Capable of moving/lifting equipment/resources.
- Excellent communication skills, electronic, written and oral.
- Ability to create a positive impression in a professional and respectful manner.
- Enjoys interaction with people and is non-judgmental.
- Ability to work flexible hours (including days, evenings, and some weekends).
- Experience working in an inclusive, culturally diverse and multi-disciplinary team setting an asset.
- Competent in or willing to gain knowledge of resources, community and social issues (within North Rocky View and Area).
- Knowledge in Adult Education and group facilitation techniques and strategies.
- Training and/or experience in special needs is an asset.
- Be willing to accept a variety of job related tasks.
- Positive attitude with commitment to providing quality service is essential.
- Strong interpersonal skills.
- Use effective stress management skills.
- Strong organizational and multi-tasking skills, including prioritizing and setting goals.
- Is self-motivated and able to work independently.
- Ability to work well with others.
- Proactive, punctual and reliable.
- Must have or be able to obtain a Criminal Record check (Vulnerable Sector).
- Must have or be able to obtain a CS Child and Youth Intervention check.
- Standard First Aid, Level C, CPR/AED and ASIST (Applied Suicide Intervention Skills Training).
- Driving to rural locations, in all weather and road conditions. Current driver's license with adequately insured, reliable transportation required.
- Required to stand or sit for extended periods of time during performance of duties.
- May involve working with children and families considered to be very high risk including those with criminal tendencies, potential violence and aggression, mental health issues (such as depression and suicidal tendencies), physical/sexual/emotional abuse and/or neglect, and substance abuse.

**Terms:** 35 hours per week; commencing when suitable candidate is found, ending approximately March 31, 2020.

**Please submit your resume with cover letter to: Suzanne Howe, Administrative Services Manager, Community Links, 211 – 125 Main Street NW, Airdrie, AB. T4B 0P7, Fax: 403-945-3901 or e-mail: [suzanne@nrvc.ab.ca](mailto:suzanne@nrvc.ab.ca)**  
To learn more about Community Links please visit our website at [www.nrvc.ab.ca](http://www.nrvc.ab.ca)  
*(Note: Only those applicants selected for an interview will be contacted. No Phone Calls Please)*