

External Job Posting:

CAPC Parent Education Facilitator

AGENCY OVERVIEW:

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

POSITION OVERVIEW:

The CAPC Parent Education Facilitator is responsible for contributing to the development and delivery of individual and group programming, in collaboration with the CAPC team as part of the Children and Parents Connecting (CAPC) programs at site specific locations across Waterloo Region. The CAPC program provides parents of children aged 0-6 with social support, referrals to appropriate supports, and practical information about safety, positive parenting, and promoting healthy development.

This is a part-time (21 hours per week) contract position until March 2019.

RESPONSIBILITIES:

- One focus of this role is to collaboratively develop content for and facilitate groups to promote healthy development of children aged 0-6. The CAPC program promotes activities that strengthen the skills and capabilities of communities, parents and care-givers to take action on the health and well-being of their children and families.
- A secondary focus of this role will be to work on an outreach basis, engaging with at-risk families in their homes to engage parents in identifying ways to use "play" as means of promoting healthy development.
- Engage effectively with the CAPC team and leadership while we continue to evaluate and strengthen our services, aligning closely with the CAPC objectives set out by the Public Health Agency of Canada (PHAC) and that of the agency.
- Engage in site specific promotion of CAPC programs to target population.
- Support parents and their children by increasing their knowledge of community resources and programs available and linking them to these services.
- Create an environment and quality programming at each site that is inclusive, participatory, supportive, culturally sensitive, and meets the needs of the parents and children.
- Ensure legislative requirements, including any health and safety regulations under the Occupational Health and Safety Act are being followed at all times.
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA) and support others at the sites to work accordingly.
- To work in accordance with the Child and Family Services Act and other relevant legislation.
- Participate in Community Services department meetings and other related meetings of the agency as assigned.
- Collaborate and foster relationships with other community partners, attending other community meetings, as assigned. This includes initiating parents and children to be supported by other programs such as the Ontario Early Years Centres (OEYC).
- As a member of the community services team, identify gaps and trends occurring in the community and population served. Provide recommendations and new strategies for effective program delivery

for CAPC programs.

- Collaborate and communicate with other staff and departments within agency for the seamless delivery of services and programs as assigned.
- Share in planning, facilitating and delivering inclusive, participatory, supportive and informative parent/child activities with the collaboration of other staff, including maintaining communication with parents.
- Ensure community resources available are incorporated into the program.
- Complete activity reports and keep records.
- Attend staff planning meetings.
- Participate in weekly debrief sessions.
- Other related program documentation, and administrative duties as assigned.

EDUCATION/KNOWLEDGE/EXPERIENCE:

- Post secondary diploma or degree in Child Development and/or Adult Education
- Certification in “Circles of Security” and “Nobody’s Perfect” and/or other evidence-based programs are an asset.
- Demonstrated strength in engaging with young children in the 0-6 age range.
- 3-5 years experience working in community based programs focused on supporting children and parents, with program and project management experience preferred.
- Ability to drive change with enthusiasm and to be engaged and responsive to shifts in the community.
- Demonstrated skill in developing content for and facilitating groups and knowledge of current trends in parent education is required.
- A demonstrated understanding of practical strategies to promote child development (i.e. verbal, fine and gross motor skills, sensory issues, social skills, etc.), healthy attachment and positive parenting practices, and the ability to translate that knowledge in meaningful ways to program participants is required.
- Must have the ability to relate well to program participants, staff, volunteers, and community partners.
- An understanding of the Social Determinants of Health:
<http://www.phac-aspc.gc.ca/ph-sp/determinants/index-eng.php>
- Experience with newcomers to Canada is an asset.
- Ability to provide service in multiple languages is an asset.
- Proficiency in MS Office Suite software such as Word, Excel, Power Point.

HOW TO APPLY:

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: hr@carizon.ca, quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

Applicants that have previously applied for this position will be considered, you do not need to re-apply.



**Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<u>SALARY:</u> Salary Grade 6	<u>STATUS:</u> Part-time Contract	<u>COMPETITION NUMBER:</u> 35-18 (NUC-34)
<u>LOCATION:</u> Kitchener-Waterloo, with travel around the Waterloo Region	<u>HOURS OF WORK:</u> 21 hours/week	<u>POSTING PERIOD:</u> September 26-October 3, 2018
<u>EMPLOYEE GROUP:</u> Non- Union	<u>SCHEDULE:</u> TBD	<u>START DATE:</u> ASAP