



NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

INTERNAL/EXTERNAL JOB POSTING

JOB POSTING # 2019-015

Community Action Program for Children Outreach Worker

JOB SUMMARY

Provide support, education, and programming to families with children from prenatal to six years of age. Worker will respond to inquiries from parents, professionals and the general public regarding early years' development and related issues. Worker will deliver prevention based groups that will serve to enhance family functioning and optimal health. Worker will partner with other community services and agencies to deliver and support quality early childhood programs. Service delivery will occur both on site and through outreach.

RESPONSIBILITIES

Responds to inquiries from professionals, parents and caregivers seeking information on issues related to early childhood. Makes appropriate referrals to other services.

Supports and attends community group programming to encourage healthy childhood development.

Provides education through presentations in the schools and other appropriate venues.

Develops and supports appropriate linkages and resources within the community and coalition.

Maintains a local planning and advisory committee.

Acts as an advocate for individuals effected by FASD and their families by carrying out such tasks as identifying resources and making referrals, assisting with or attending required appointments, and representing and supporting clients in various settings.

Makes recommendations with regard to the development of the program and participates in program evaluations.

Prepares and submits a monthly report, summarizing and highlighting activities, special events and statistics of the program, and other reports as required by Health Canada.

Performs other duties as required.

DEPARTMENT LOCATION

Vanderhoof and Fraser Lake

QUALIFICATIONS/EXPERIENCE

Diploma or certificate in a related human/social service field or equivalent combination of education, training and experience.

Basic computer skills

Strong interpersonal skills

Good organization and time management skills

Ability to work independently

SALARY

\$20.78/hour as per CSSEA & CSSBA Collective Agreement (Grid Level 11)

HOURS OF WORK Part-Time, 25 hours per week, 44 weeks per year. This position will follow close to a school schedule, with 8 weeks off per fiscal year. Hours worked per day can be flexible to suit program needs and successful candidate, however will typically be 5hrs per day.

VACANCIES 1 Vacancy

POSTING DATE March 21, 2019

CLOSING DATE March 31, 2019

START DATE April 8, 2019

This position is open to all applicants. This position requires union membership.

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:2019-014

Via email: jabbott@nvcss.ca

Fax 250-567-3939

Mail:

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Vanderhoof, BC
V0J 3A0

In Person:

Nechako Valley Community Services Society
157 West Victoria Street
Vanderhoof BC
Or
Nechako Valley Community Services Society
349 Stuart Drive
Fort St. James, BC

Nechako Valley Community Services Society
is an equal opportunity employer committed to hiring a diverse workforce.

We thank all our applicants, however, only those invited to an interview will be contacted.

