



LITTLE MOUNTAIN NEIGHBOURHOOD HOUSE

3981 Main Street Vancouver, BC V5V 3P3 • P: 604.879.7104 F: 604.879.7113

JOB POSTING

INTERNAL/EXTERNAL JOB POSTING

Early Years Family Support Worker

(One Year Maternity Leave Position)

Family Resource Programs

April 2021

Little Mountain Neighbourhood House provides educational, cultural, recreational and social services for different age groups, ethnic specific groups, families and for the wider community of Little Mountain/Riley Park. Our purpose is to offer community members the opportunity to actively participate in the development of a healthier community.

Job Summary

The Early Years Family Support Worker (EYFSW) position requires an experienced person who can continue planning and delivering quality Early Years programs to children and families in the community. The EYFSW is responsible for providing early years program to families with children 0 – 5 years of age.

- Reports to Family Resource Program Manager

Key Duties

- ***Program Planning and Service Delivery***
 - Program planning and delivery of Family Drop-in, and other early years programs including Playtime in the Park, Little Garden Explorers, etc; some or most programs have been cancelled due to covid or are online until further notice
 - Continuing with Early Years Programs social media presence (Facebook and Instagram);
 - Planning and co-facilitating parenting workshops with Family Support Worker (FSW); online during COVID
 - Follow all COVID safety protocols with in-person programming
 - Working as a team, but also independently
- ***Coordination, Outreach and Community Collaboration***
 - Outreach and program promotion for Early Years Programs at LMNH
 - Contact community partners (principals, community centre staff, librarians, nurses etc) for building collaborations and organize programming such as Family Drop-in, Ready Set Learn, Mother Goose, Little Garden Explorers, etc.
 - Support practicum students in Early Years programs such as Social Work or Nursing students (eg. UBC, Langara, etc)
 - Outreach and create inclusive programming, including to First Nations communities
 - Engage families to make sure we are meeting their needs
 - Promote programs on social media, newsletter and program guide
 - Networking with Early Years or Children and Family tables/committees in Midtown
 - Join or participate in relevant webinars with FRP BC, HELP, Westcoast Childcare Resource and Referral etc
- ***Family Support***
 - One-to-one support for parents that have children 0-5 years
 - Referring/supporting parents and children with parenting, special needs supports, finding childcare, etc
 - Work collaboratively with our FSW and other staff at LMNH, including Settlement and Community Programs workers at LMNH and in our community
 - Refer families as needed to community resources



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- Act as an advocate for clients; may accompany clients to meetings and appointments with other professionals
- Liaise and work collaboratively with other family support programs/agencies/workers in the South Area of Vancouver and with MCFD to help build and sustain an integrated system of family supports in the community
- Participate in Family Support Network Meetings
- **Administrative**
 - Handle registrations, surveys, memberships for all families joining Early Years Programs
 - Collect relevant statistics and report to manager on a regular basis
 - Assist with grant writing and reporting as needed
 - Purchase all supplies needed for programs
 - Maintain petty cash reimbursements
- **Supervision**
 - Supervise and support early years staff, practicum students and volunteers as needed
- **Other house-related duties**
 - Work with other staff at Little Mountain
 - Participate in LMNH events and committees ie Winter Festival, Volunteer Appreciation Night, etc
 - Provide a safe and welcoming place for all participants at LMNH
 - Some minimal driving and offsite programming may be required

Qualifications:

- Early Childhood Certificate (ECE) required, minimum of 3 years experience preferred.
- Knowledge of BC Early Learning Framework
- Family Resource programs 2 years education and related experience preferred (eg. Parent participation programs)
- First Aid and Criminal Record check required
- Nobody's Perfect and/or Mother Goose training preferred
- Class 4 Driver's license an asset
- Knowledge of social media and/or website use an asset
- Second language, experience working with first nations families or of diverse backgrounds an asset

Shifts: 30 hours/week, with some weekends and evening shifts. Hours may increase to 35 hrs/week dependent on funding. Most work at present is remote. This is minimum one-year position, with possibility of extension.
Salary: \$21.63-\$22.75/hr (depending on experience) + benefits after passing 6 month probation

Posting Date: April 8, 2021

Closing Date: Until filled

Proposed Start Date: Week of May 10th or 17th, 2021

Email resume and cover letter to:

Maria Valenzuela, Family Resource Programs Manager

Email: maria_valenzuela@lmnhs.bc.ca

Subject: EYFSW

SORRY NO PHONE CALLS PLEASE, ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

We are an equal opportunity employer.



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