



**Family Support Facilitator – Permanent  
28-30 hours per week plus Saturday rotation  
\$22.00 to \$25.50 per hour**

Are you passionate about working with children and families? Do you enjoy working as part of a team in a thriving and inclusive environment? Are creativity, flexibility, and facilitating some of your strengths? *This is an opportunity for you!*

### **Who We Are**

Caledon Parent-Child Centre (CPCC) is a non-profit, charitable organization serving Caledon and surrounding areas. We provide a safe space for families to access high-quality programs and services for themselves and their children. We are an inclusive community hub, promoting positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs. We work to reduce the barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. Our staff responds with empathy to common caregiving concerns, and promotes health and positive social, emotional and physical development of children.

### **Benefits**

- Work in your own community at a high profile, respected community service organization supporting children and families.
- Become part of the not-for-profit community service/charitable sector in your community.
- Invest your Early Childhood and Family Support expertise in a caring organization that provides quality programs and family supports for children, parents, and caregivers in Caledon and the surrounding areas.
- Strengthen and enhance your knowledge of early childhood education, family support, problem-solving, DEI and team-building skills.
- Use your voice and connections to help further Caledon Parent-Child Centre's identity and impact in the communities that we serve.

### **Areas of Responsibility**

In this growing organization, you will perform the following tasks:

- Drive the Caledon Parent-Child Centre mobile unit (van) to support the Mobile Outreach Program
- Provide families/caregivers emotional support, resources, information and referrals to enable them to enhance the quality of care they provide.
- Plan and facilitate early learning programs that reflect best practice curriculum guided by the ELECT, How Does Learning Happen? Ontario's Pedagogy for the Early Years, and the Principles of Family Support.
- Deliver inclusive in-person and/or virtual programs and services as they relate to adult education and support groups.
- Support with accessing employment, education/training resources, food security, housing and childcare.
- Providing support to new mothers through facilitation of programs, including those experiencing Perinatal Mood Disorders.
- Create welcoming environment that encourages participant engagement.
- Ensure facilities and resources are maintained with a high level of cleanliness, by replenishing supplies, sanitizing/washing equipment and toys, cleaning furniture and floor surfaces. Comply with Public Health and Safety Protocols.
- Complete administrative tasks as required.
- Participate in community events, outreach activities and fundraising initiatives.



## **Skills & Qualifications**

- Family Support Certificate, Registered Early Childhood Educator, Degree/Diploma in Social Work; Child and Youth Studies; Nursing; or relevant experience in the field.
- Minimum 3 years of experience working with children birth to 6 years and families, with an emphasis on parent education, child development and family-centred approaches.
- Experience in developing and implementing emergent programs based on *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
- Diversity, equity and inclusion competency; professional, volunteer or lived experience with DEI.
- Proven ability to work with children with special abilities and their families.
- Proficient in Microsoft Office Suite and platforms for virtual facilitation. (i.e. Zoom)
- Excellent English verbal, written and presentation skills.
- Proficiency in languages in addition to English is an asset.
- Strong interpersonal, leadership, problem solving and organizational skills.
- Must be able to work both independently and as part of a team.
- Able to work flexible hours including evening, weekend and split shifts.
- Valid Ontario driver's license, full G class, clean driving record and with comfort in driving our mobile van throughout urban and rural Caledon.
- Access to reliable transportation to and from work.
- Ability to lift up to 25 lbs. and our mobile van throughout travel to our rural mobile sites as needed.
- Successful completion of Criminal Record Check (including Vulnerable Sector Screening).
- Current First Aid and CPR-C certification is required.

If you are interested in making a meaningful contribution at CPCC, forward a cover letter and resume to **Tracey at [tstewart@cp-cc.org](mailto:tstewart@cp-cc.org)**

Caledon Parent-Child Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted. We value the diversity of the people we hire and serve and foster a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. We thank all applicants; however only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and all other applicable legislation, Caledon Parent-Child Centre is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please advise if you require an accommodation to ensure your equal participation in the recruitment and selection process.

## **Job Contact Information**

Tracey Stewart  
Program Manager  
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