



## Our Children, Our Future/Nos enfants, notre avenir

### Job Posting

#### Parent Resource Worker

Permanent Full-Time

35 hours/week, (days, evenings and occasional weekends)

Anticipated Start Date: May 2018

Our Children, Our Future/Nos enfants, notre avenir – a non-profit charitable organization that works with children and families is seeking an experienced and dynamic individual who will work collaboratively with an interdisciplinary team.

#### **Responsibilities:**

The Parent Resource Worker (PRW) is responsible for the day-to-day operation of the EarlyON Centre to include programs and services and community development activities.

Reporting to the Manager of Program Services, the PRW will plan, develop, and deliver family-centred early learning programs and facilitate prenatal programs, workshops, discussion groups and individual family sessions.

The PRW promotes programs and community partnerships and development; responds to individual and community requests for service and support; ensures up-to-date knowledge of community resources. Participates in meetings within the organization and with community partners as directed.

#### **Qualifications:**

- Professional designation with registration with the College of Early Childhood Educators;
- Experience working with young children and parents around issues relating to poverty;
- Knowledge of human & early childhood development, parenting skills and pre & post natal care;
- Ability to self-start, work independently and within a team;
- Excellent problem-solving skills;
- Excellent oral and written communication skills (French language an asset);
- Ability to work in a computerized environment;
- Ability to work with confidential information;
- Ability to lift and carry up to 16 kilograms (40 pounds);
- Holder of a valid "G" Ontario driver's license, Driver's Abstract, and access to a reliable vehicle;
- Holder of a valid First Aid & CPR Level C certificate;
- Ability to produce a clean Vulnerable Sector Criminal Record Check.

#### **Location:**

Sudbury

#### **How to Apply:**

Please submit your cover letter and your resume by **Friday, April 27<sup>th</sup> 2018 at 4:00pm.**

By Email: [dan.boivin@ocof.net](mailto:dan.boivin@ocof.net)

By Mail: Our Children, Our Future/Nos enfants, notre avenir  
201 Jogues St., Sudbury P3C 5L7

By Fax: 705-673-3354

We wish to thank all applicants for their interest but advise that only those candidates selected for an interview will be contacted.

Our Children, Our Future/Nos enfants, notre avenir is an equal opportunity employer. Accommodation is available for applicants selected for an interview.