



## EMPLOYMENT OPPORTUNITY

### NEIGHBOURHOOD OUTREACH WORKER/FAMILY PLACE FACILITATOR – PART-TIME

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

#### **Job Description:**

The Neighbourhood Outreach Worker, in co-operation with local inter-agencies in Burnaby will find and support isolated families with children in the 0-12 year range in identified high need areas. They will provide families with community information while also encouraging and facilitating their participation in existing community programs. A strong focus of this position will be on, but not limited to, supporting immigrant families.

The Family Place Facilitator is responsible for running one of BNH's off-site drop-in program for children birth to six years and their parents/caregivers.

#### **General Duties and Responsibilities:**

- In cooperation with local inter-agencies, to implement a communication plan that promotes programs and services.
- To work with and support families to access programs and services to meet basic needs. i.e. Social assistance, housing, food, parenting support etc.
- To work closely with schools, health department, multicultural organizations, MCFD, and other existing community services to receive and act on referrals.
- To invite parents and their children to participate in community programs and events and to be available to meet and welcome them within the existing family resource programs.
- To work with interagency members to maintain and update information of available community resources and services.
- To gather statistical information on contacts made and to prepare and submit progress reports on a regular basis.
- To identify and report on gaps in services in identified areas.
- Plan monthly calendar of activities, including parent and child activities, information sessions and other sessions of interest to the families.
- Create a welcoming and inclusive atmosphere for parents and their children.
- Set up and clean up the room and run a circle time.
- Facilitate links and connections between participants.
- Prepare and distribute community advertising about Family Place, as needed.
- Facilitate an evaluation process with parents.
- Provide one on one support to parents as necessary.

## **Qualifications:**

- Degree or diploma in a social service field or equivalent work experience.
- Excellent written and verbal communication skills.
- Knowledge of Childhood Development.
- Knowledge of the Burnaby community and its services (an asset).
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Proven experience and skills working and connecting with people from a variety of backgrounds.
- Experience with gathering statistical information.
- Ability to work independently and with an advisory committee.
- Willingness to be flexible and adaptable in the workplace.
- Driver's license and access to a vehicle is required.
- Second language an asset.
- Knowledge and skills which will allow applicant to successfully facilitate program.
- Knowledge of and ability to model and apply different parenting techniques.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Ability to be culturally sensitive, respectful, confidential and caring when dealing with diverse values, beliefs and lifestyles.
- Some knowledge of planning arts and activities for children ages 0-5.
- Able to run a short circle time.

## **Hours of Work & Rate of Pay:**

26 Hours per week (20 for Outreach and 6 for Family Place). The wage is \$19.20 /hour with extended health benefits after 3 months.

Please reply with a resume and cover letter quoting the position you are applying for to:

**Address:** 4460 Beresford Street, Burnaby      **Email:** info@burnabynh.ca

**Closing date: August 21, 2017**