

July 2017



EMPLOYMENT OPPORTUNITY

NEIGHBOURHOOD OUTREACH WORKER – PART-TIME

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.

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.

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.

Hours of Work & Rate of Pay:

20 Hours per week. 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: simoneg@burnabynh.ca

Closing date: July 21st, 2017