

ANDREW FLECK CHILDREN'S SERVICES
JOB DESCRIPTION

JOB CLASS: EarlyON Program Facilitator

JOB TITLE: EarlyON Program Facilitator

LOCATION: EARLYON CHILD & FAMILY CENTRE, 2330 DON REID DRIVE

REPORTS TO: Director, EarlyON Child & Family Centre

SUMMARY:

Provides and supports the delivery of core services at the EarlyON Child & Family Centre – Ottawa South Program of AFCS. The Program Facilitator meets the early years needs of the Ottawa South community which include early learning activities, parent resources, pre- and post-natal resources and information and referral.

The staff of the EarlyON Centre work as a team to deliver the services of the Centre.

KEY OBJECTIVES:

- Provides services to meet the early years needs of providers and parents of children ages 0 to 6 in the Ottawa South community. The services will be accessible to all families, regardless of socio-economic background, culture, language or special needs, and will help give children a healthy start.
- Performs duties in accordance with the mission statement and core values of AFCS and the mandate of the EarlyON Centre.

AS MEMBERS OF A TEAM, THE EARLYON PROGRAM FACILITATORS WILL PLAY KEY SUPPORTING ROLES IN THE FOLLOWING DUTIES AND ACTIVITIES:

EARLY LEARNING ACTIVITIES

1. Plans and develops varied playgroup programs on and off-site to meet child and adult needs; plans activities appropriate to the ages and developmental stages of the children which include art, dramatic play, science, music, language and sensory activities to enable parents and caregivers to provide similar developmental activities in the home and elsewhere; encourages and facilitates participants to assume responsibility for the organization and ongoing operation of the playgroups.

2. Implements program plans on a daily basis; provides a welcoming, nurturing environment and activities which encourage interaction among children and adults across culture; role models appropriate interaction and behaviour management techniques with children; supports adults in solving problems with understanding and refers to resources and programs.
3. Develops and supports playgroups and other resources at satellite sites.
4. Manages and maintains the Toy and Game Library and the Parent Resource Library; identifies the need for the purchase of toys and games suitable for infants, toddlers, preschoolers, school-aged children, and children with special needs; identifies the need for the purchase of resource books; assists in the development and maintenance of the large equipment program.
5. Coordinates literacy and other learning activities as an effective basis for language acquisition skills

INFORMATION AND REFERRAL

1. Assists in providing information and advising parents/caregivers on such topics as parenting, developmental milestones, pre- and post-natal care.
2. Assists in providing information and helping parents link to other early years programs and services in the community, such as child care services, health services, assessment services and recreation programs.
3. Assists in supporting and informing the parents/caregivers and the community through written resource materials, newsletters, and other means of communication; provides services to on-site clients; responds to telephone and e-mail requests.
4. Assists in maintaining and developing EarlyON information and resources

ADMINISTRATION

1. Greets the public; answers the phone; performs other required administrative duties.
2. Maintains healthy and safe environment; removes or fixes unsafe equipment and toys; performs light housekeeping duties as required; sanitizes toys and equipment; secures facilities.
3. Maintains attendance records, statistics and other data gathering requirements of the EarlyON Centre

OTHER DUTIES

1. Participates in agency work and the broader community; reports to EarlyON Director at least monthly; organizes EarlyON fundraising events; participates in EarlyON staff meetings and committees; liaises with other AFCS programs.
2. Maintains current knowledge of services and resources; updates computer program knowledge; recommends program and policy updates
3. Performs other related duties as assigned by the EarlyON Director
4. Works in accordance with Ontario Occupational Health and Safety Standards.

QUALIFICATIONS

- RECE – Diploma in Early Childhood Education or Equivalent recognized by the College of Early Childhood Educators and Registration with the College of Early Childhood Educators
- Minimum of 2 years of experience working with children and families
- Experience working with children and adults; responsibilities should include group program planning
- Knowledge of early years child development
- Good organizational, interpersonal and communication skills
- Working knowledge of related community resources in the City of Ottawa
- Sensitivity and respect for individual and cultural differences
- Demonstrated flexibility and ability to work effectively in a team
- Working knowledge of both official languages is required for some positions
- Other languages appropriate to the community served would be an asset.
- Availability to work flexible hours
- Knowledge of word processing, data management and other computer skills compatible with what is current in the software industry as well as what is being used at AFCS

- Access to a car is essential
- Knowledge of special needs would be an asset