



Employment Opportunity in Fort Saskatchewan Family Liaison Worker (.5)

ABC Head Start Society has been committed to promoting and supporting strong children, families and communities in Edmonton for over 30 years. We know that by giving children the best possible early learning and development opportunities in life, we ensure the future well-being and prosperity of our families and communities. ABC Head Start Society employees are guided by the Spirit of ABC Head Start. Please find more information at:

<http://abcheadstart.org/sites/default/files/assets/docs/The%20Spirit%20of%20ABC%20Head%20Start.pdf>

If your professional values align with our agency mission, vision, strategic directions and Spirit please consider joining our team.

Reporting to the Early Learning and Child Care Manager, responsible for supporting children and parents to connect with resources within the community and maintain ongoing communication with parents.

Responsibilities:

- Foster relationships building with site team, the agency, partners and community resources
- Continuously work to build meaningful and supportive relationships with the children and families of the centre
- Work collaboratively with the site team and community stakeholders to create a family friendly environment
- Identify community resources and contacts, and assist families to connect with resources as needed
- Create meaningful opportunities for family involvement in programming by tapping into their talents, interests and availability
- Work with families to identify priorities and develop action steps to address those priorities in their individual and family life.
- Plan, organize and facilitate family gatherings to ensure the group reflects the needs and interests of the families
- Participate in the intake process, registration and orientation of families
- Understand and participate in the implementation of the Alberta Curriculum Framework
- Knowledge of Accreditation standards, contributing towards the evidence of practice
- Be aware of all Licensing requirements
- Demonstrate best practice in all areas of interaction with children
- Support individual learning and development, diversity, equity and inclusion
- Assist in the maintenance of documentation of child's development
- Support an effective multi-disciplinary team to provide the highest quality of Child Care
- Embrace and adhere to the values as outlined on "The Spirit of ABC Head Start"
- Engage in a process of continuous learning and professional development

Qualifications:

- Have a minimum; Social Work Diploma, Community Disability Studies Certificate or Diploma
- Related experience in working with families and young children
- Knowledge of community resources in the Edmonton area
- Familiar with GRIT program supports
- Familiar with Licensing requirements and Accreditation standards

- Familiar with the Alberta Curriculum Framework
- Experience working on a multi-disciplinary team
- Good knowledge of child development and family dynamics
- Excellent interpersonal, organizational and collaborative skills
- Strong professional boundaries
- Excellent oral and written communication skills
- Excellent time-management and organizational skills
- Have a current; First aid certificate, (with childcare component), Police information check, (with vulnerable Sector check), and Intervention record check.

Start Date: *January 2018* Interview Dates: *November, December*

Compensation: *\$25.97/hour*

To apply, email your résumé and a cover letter to dmilne@abheadstart.org
Please include Family Liaison Worker in the Subject Line of the email.

For detailed job descriptions, please visit our web site www.abheadstart.org.

ABC Head Start thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted. We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.

Closing Date: *Until Filled*