

## Internal Job Posting

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### Family Programs EarlyON Support Staff

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

This is a part-time position working alongside the full time Family Support Program staff to ensure the implementation, development and evaluation of child and family centred programming that promotes healthy child development. This position will be located at 1033 King St. W. and 248 Ossington Ave. which will be operating Tuesday – Saturday. Our program provides experiential learning activities for parents, caregivers and their pre-school children (aged 0 to 6) such as family/caregiver drop-in, indoor and out-door playground, formal and informal learning such as workshops for parents. Working in partnership with parents and guardians, partner agencies and the community to provide safe and stimulating programs and activities that stem from principles of diversity, equity and inclusion.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### Responsibilities:

- Support in the facilitation of child and family drop-In programs focusing on healthy child development and positive parenting practices.
- Support with the planning and implementation of activities that stimulate development in social emotional, cognitive, fine and gross motor skills, language.
- Model positive Adult/Child relationships and support parent involvement and capacities.
- Maintain a stimulating early learning environment that is physically and emotionally safe and is inclusive, respectful, and culturally sensitive for children and adult participants.
- Support in the planning of a monthly calendar, activities, events and outings and parent workshops.
- Encourage and promote parent participation in all aspects of program.
- Outreach to isolated families, families with low incomes, newcomer families, and racialized and visible minority groups.
- Support in preparing and facilitating children's activities such as snack time, craft, circle time, reading time.

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- Provide support, resources and referrals to children and their families.
- Co-facilitate and support with workshops for parents, guardians and caregivers to enhance healthy child development and support parents in leading parent groups.
- Provide support and direction to the volunteers in the program.
- Lift and move equipment in order to set-up and take down and cleaning the program area.
- Assist with other activities in the Children, Youth and Family Support Program as needed.
- Support with the collection of program information (i.e. attendance, referrals, statistics, activity logs & reports, program outcomes etc.)
- Participate in the Children, Youth & Family Support team, the Unit and broader House activities as required.

### Qualifications:

- Post-secondary education in Early Childhood Education, Child & Family Studies, Social Work, and/or equivalent experience & training. Special needs resource training an asset.
- Knowledge of the social, recreational, health and educational development needs of pre-school aged children.
- Ability to work effectively with parents and caregivers.
- Some experience in community development, parent engagement, program planning, group work and program promotion is an asset.
- Familiarity with the services available to pre-school children & their caregivers in west central Toronto.
- Administrative and analytical skills.
- Strong ability to work collaboratively.
- Strong ability to work effectively in a team.
- Strong interpersonal and cross-cultural communication skills.
- Knowledge of database and word processing software in a Windows environment.

<b>Status:</b>	1 Year (Possible Extension) Contract Part Time (CUPE Local 3393 Bargaining Unit Position)
<b>Start Date:</b>	July 15, 2023
<b>Hours:</b>	Up to 20 hours per week, includes Saturdays.
<b>Rate:</b>	\$18.59 per hour
<b>Unit:</b>	Community Programs
<b>Immediate Supervisor:</b>	Coordinator Children, Youth & Family Services
<b>Posting Date:</b>	May 25, 2023
<b>Closing Date:</b>	June 1, 2023

**Please reply in writing by 5:00 p.m. on the closing date to:**

Coordinator, Children, Youth & Family Services  
248 Ossington Ave.  
Toronto, ON  
M6J 3A2



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[tyheriahph@westnh.org](mailto:tyheriahph@westnh.org)

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West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

*A United Way Member Agency*

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