



Healthy Families Coordinator

Part- Time Position: 20 Hours / Week

Start Date: August 2017

Position Summary:

The Healthy Families Coordinator is responsible for overseeing the Family Resource Program (FRP) Network and Better Beginnings programs and services delivered by Chilliwack Community Services. The FRP Network includes the Family Resource Programs currently offered at Family Place sites located throughout Chilliwack; East Chilliwack, Greendale, Mountain View, Sardis and Yarrow. Family Resource Programs are parent-child interactive centers that promote healthy child and family development through play-based, drop-in learning opportunities and by providing referrals to additional support services throughout the community. Better Beginnings is a prenatal nutrition program that promotes healthy pregnancies and healthy child and family development. Family development encompasses the five domains of health; cognitive, physical, social, emotional, and mental.

The Healthy Families Coordinator will oversee the planning, implementation and evaluation of programs to ensure quality services are delivered with integrity in safe, non-judgmental, nurturing environments for adults and children. As team leader, the Coordinator will provide support, training and supervision for program staff. He / she will coordinate program staff to provide orientation, training and support to direct program volunteers. The Coordinator will also engage in community planning and development while working to promote positive partnerships and ongoing service coordination, to better serve children and their families throughout Chilliwack.

Qualifications:

Education, Training and Experience

- Diploma or Bachelor's Degree in a related field.
- Minimum three years recent related experience working with young children and families, Parent/Child Interactive programs and / or prenatal nutrition programs.
- Minimum three years recent related experience supervising staff, completing reports, building and working with community-based partners, and managing budgets.
- Minimum three years' experience overseeing direct program and service delivery, program and curriculum development and evaluation.
- Experience in community development, adult facilitation / instruction and strong understanding of family dynamics.
- Experience working with vulnerable populations, individuals with special needs, and multi-cultural groups including First Nations.
- Excellent written, verbal and interpersonal skills.
- Ability to manage time and prioritize tasks effectively.

Job Skills and Abilities

- Oversees the day-to-day operations of the FRP Network and Better Beginnings programs by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and standards of practice are met through following best practices.
- Supervises and supports staff by performing duties such as conducting monthly support / supervision meetings, assigning work, providing feedback on performance, and conducting annual performance evaluations.
- Monitors and authorizes program expenditures and maintains financial records in accordance with established agency procedures. Assists with the preparation of program budgets for submission to senior management

- Liaises with community service providers and other professionals to develop community relationships, promote program partnerships and coordinate service provision.
- Promotes public awareness of and support for Chilliwack Community Services, the FRP Network and Better Beginnings programs by representing the agency / programs at provincial, regional and local meetings and events.
- Oversees the maintenance of related records including client, program and volunteer statistics and produces funding and performance management reports as required.
- Complete all mandatory learning requirements

General:

- Wage rate as per Collective Agreement, Program Coordinator 2, Grid 14 (\$22.93 per hour) – under review.
- This position is open to all genders.
- This position reports to the Early Years Director.
- This position requires successful clearance of a criminal record check.

**Please mention the name of the job position you are applying for in your cover letter.
NO phone calls. Only short listed applicants will be contacted.**

Please submit your cover letter and resume to:

Matt Lutz, Human Resources Coordinator
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 noon, July 26, 2017