



Job Title: Child and Family Educators

Reports to: Program Manager

Issued By: CEO

Date: October 2018

### Position Purpose

C&FEs deliver programs and services and offer resources, information and referrals to support family/caregiver and child well being by:

- establishing authentic, predictable, and responsive relationships with parents/caregivers, children and community members
- intentionally creating environments to support engagement, learning and development, and connections
- collaborating in multi-disciplinary teams to offer service, based on current research and best practices in early learning and family support
- engaging with community partners to enhance service delivery to address a wide range of family/caregiver and children's needs

### Core Responsibilities

- Collaborates with team members to design and offer an age appropriate, developmentally rich, play and inquiry based environments, that welcome and engage parents/caregivers and children.
- Implements comprehensive evidence based programming for parent/caregivers in a range of formats to support the needs and learning styles of families/caregivers and children.
- Competently uses developmental screening tools to assist families/caregivers in understanding child development and to facilitate appropriate referrals to community resources and services if necessary.
- Develops and maintains community connections to enhance services for families/caregivers and children.
- Documents child, parent/caregiver learning as required by regulation, funders, professional and best practices.
- Supports the development of skilled volunteers to assist in program implementation.
- Participates in the development of evaluation plans and implements program and service changes in response to evaluation results.
- Completes administrative tasks to support the organization's program evaluation and reporting requirements.

### Professionalism:

C&FEs demonstrate professionalism on the job by adhering to the policies and procedures of PCFC, regulators, funders and their professional colleges/associations. They are non-judgmental, are positive role models and maintain confidentiality to respect the rights of the children and families/caregivers, volunteers, staff, partner organizations, community and board members. C&FEs pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent by participating in life-long professional development and continuous learning activities and by maintaining required certifications, registrations and scope of practice competencies. They reflect, share and exchange ideas with their supervisors, peers and fellow professionals to encourage collaboration, enhance program quality, and support recognition of and respect for their profession. C&FEs maintain a work/life balance to ensure that the stresses of work do not negatively impact their quality of life and health (both mental and physical). They must be able to acknowledge and work within their own professional and personal limitations.

### Working Conditions

- Flexible hours including weekends and evenings required
- Travels between urban and rural sites
- Undertakes other duties as assigned by Program Manager

### Minimum Qualifications and Requirements

- RECE and/or diploma in a Human Service Discipline
- Vehicle and valid driver's license or access to personal transportation

### Required Skills and Knowledge

- Demonstrated digital proficiency, Microsoft Office Suite, social media
- Demonstrated oral, written, interpersonal communication and teamwork skills
- Comprehensive knowledge of infant/child development
- Demonstrated experience in group facilitation and working with families/caregivers
- Comprehensive theory based knowledge of families facing challenging life circumstances
- Comprehensive understanding of early years and family support research, and best practices

### Previous Work Experience

- Minimum of 2 years work experience in a human services field.