

**Family Educator**  
**Full Time (35 hours per week)**  
**Job ID # 25-007**

**Are you looking to make a difference in your community?**  
**Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 6 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

**Position Summary**

The successful candidate will join the Family Education team. This program supports children and families through group facilitation and one-on-one support. Families are supported with information and referrals to resources in the community while they take part in the program. Parent education opportunities are provided that address a variety of topics, needs and areas of interest to families. Parent-child education opportunities are provided in a learning through play environment where children from birth – 6 years old are encouraged to explore, learn, problem solve, and have fun as they play in a safe, nurturing environment with their caregivers.

**This position requires a flexible work schedule that includes occasional evenings and weekends as scheduled to meet the needs of families.**

**Reporting to the Family Education Manager, the Family Educator is responsible for the following:**

- Providing support to children and families through group facilitation and one-on-one supports
- Providing strategies to participants that support healthy child development and role modeling for parents
- Supporting the parent/caregiver as the child's first and most important teacher and focusing on their strengths and capabilities
- Maintaining up-to-date knowledge of community resources to provide referral information to participants
- Developing, promoting and implementing family education, early learning, literacy groups and workshops
- Compiling and entering necessary data and documentation into agency and collaborative data systems while maintaining accurate, timely and complete electronic and paper files
- Collaborating with agency team members and community partners to provide optimal programs and services
- Planning, organizing and/or facilitating family education and family/child groups and services that reflect the needs and interests of the participants

**The ideal candidate will possess the following qualifications:**

- Degree or diploma in Human Services or equivalent
- Strong knowledge of early childhood development, parenting skills, and working with families
- Experience in group facilitation/adult education
- Proficient in Microsoft office and database systems
- Valid driver's license and access to a reliable vehicle
- A current Childcare First Aid Certificate
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case-by-case basis*)

**The following qualifications are considered an asset:**

- Early Childhood Education diploma
- Training in parent education such as Circle of Security, Handle with Care etc.
- Experience working with individuals from diverse cultural and socio-economic backgrounds
- Experience in developing curriculum

The hourly range for this role is \$28.71 - \$36.23 per hour (\$52,245 - \$65,930 per year) based on a 35-hour week.

**Norwood provides the following:**

- Great benefits plan
- 12 sick/personal leave days per year
- Service recognition and employee awards
- Ongoing professional development

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision, please consider joining our team.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQ1A+ communities.

To apply for this opportunity, please submit your résumé and cover letter to: [careers@norwoodcentre.com](mailto:careers@norwoodcentre.com)

**Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.**

Please include Family Educator and **Job ID # 25-007** in the Subject Line of the email.

Closing Deadline: Until Suitable Candidate is Found

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*