

Children's Program Key Contact
Full-Time (35 hours per week)
Job ID 24-006NCFRC

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 from 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 are key practices 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 Children's Program Key Contact enhances the development of children in the Parent Respite and Head Start programs by providing developmentally appropriate and interest-based programming while providing care in a safe and secure environment. The Children's Program Key Contact supports families receiving service through the Children's Program to enhance their knowledge and ability around positive parenting and child development and is responsive to the diversity of the participants served in the community. The Children's Program Key Contact also works alongside the Children's Program Manager with administrative tasks to ensure successful program implementation.

This position requires a flexible work schedule and may include evenings to meet the needs of families.

Reporting to the Children's Program Manager, the Children's Program Key Contact is responsible for the following:

- Providing direct programming and support in programs
- Planning and facilitating child centered early learning activities, in collaboration with the entire team, focused on the individual needs and interests of children in an enriched Early Learning Program, utilizing emergent curriculum and best practices
- Ensuring best practices are followed with applicable regulatory bodies and funders
- Maintaining on-going positive interactions with the children during program activities on an individual, small or large group basis.
- Collaborating with agency team members and community partners to provide optimal programs and services
- Compiling and entering necessary data and documentation into agency and collaborative data systems while maintaining accurate, timely and complete electronic and paper files
- Keeping apprised of best practices in early childhood development and proposing strategies that contribute to the continuous improvement of Children's Programs
- Compiling and submitting relevant information for Child Care Licensing, Alberta Health Services and Alberta Education
- Collaborating with external service providers and partners as required

The ideal candidate will possess the following qualifications:

- Diploma in Early Childhood Development

- Child Development Supervisor Certificate-Level 3 Early Childhood Educator (formerly Child Development Supervisor)
- Experience implementing programming based on best practices within the Early Learning and Child Care field
- Ability to work in a fast-paced environment while adhering to timelines with strong attention to detail
- Proficient in Microsoft office and database systems
- Possess a current Childcare First Aid certification
- 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:

- Experience working with children and families from diverse cultural and socio-economic backgrounds
- Conducting ASQ:3 and ASQ:SE:2 developmental screens with children and families
- Experience with Alberta Education and PASI data base
- Training in Early Brain Development and Trauma Informed Practice

The starting range for this role is \$26.48-\$29.66 per hour (\$48,195-\$53,981 per year) based on a 35-hour week.

Norwood provides the following:

- Great benefits plan
- 5 weeks of paid time off per year (1 week at Spring Break, 2 weeks at Christmas, and 2 weeks' vacation)
- 12 sick/personal leave days per year
- Service recognition and employee awards
- 2 staff fun/appreciation days per year
- Strong focus on employee wellness and work-life balance
- Supportive of ongoing professional development
- A compassionate team environment

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

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.

To apply for this opportunity, please submit your résumé and cover letter to: careers@norwoodcentre.com
Please include Early Childhood Educator-Key Contact, Job ID 24-006NCFRC in the Subject Line of the email.

Closing Deadline: Until a suitable candidate is found.

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