

**Family Educator and Group Facilitator  
Permanent Full-Time (35 hours per week)  
Job ID 23-018**

**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>.

**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.

**Position Summary**

The Family Educator and Group Facilitator (FE/GF) will support families through group facilitation, one-on-one support and referrals. The FE/GF will be responsible for providing referrals and information to participants regarding resources in the community. The FE/GF will provide family education by facilitating various groups, parent groups and parent/child groups, that address a variety of topics, needs and areas of interest to families.

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

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

- Providing support to children and families through group facilitation and one-on-one support.
- Providing strategies to participants that support healthy child development and role modelling for parents related to parent-identified goals.
- 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 parent education and parent/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 group curriculum development and group facilitation.
- Strong knowledge of early child development, parenting skills, and working with families.
- 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 Triple P, Circle of Security, Handle with Care etc.
- Experience working with individuals from diverse cultural and socio-economic backgrounds
- Experience in group facilitation/adult education

The starting hourly range for this role is \$25.48 – \$28.67 per hour (\$46,373.60 – \$52,179.40 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.

To apply for this opportunity, please submit your *résumé* and cover letter to: [careers@norwoodcentre.com](mailto:careers@norwoodcentre.com)  
Please include "23-018 – Family Educator and Group Facilitator" in the Subject Line of the email.

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

**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.*

*COVID-19 vaccinations are mandatory for all Norwood staff and practicum students. Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and*

*cannot be fully vaccinated because of a protected ground under human rights legislation, you may request an accommodation that will be reviewed by the agency.*

*Immunization against COVID-19 is the most effective means to prevent the spread of COVID-19, to protect the children and families we serve, our workers, and the public; to prevent outbreaks at the Agency; and to preserve workforce capacity. This policy strengthens work Norwood has done throughout the pandemic to keep our staff and participants safe (i.e. distancing, hand hygiene, infectious disease protocols, PPE use, masking, and staff education*