



JOB POSTING

Outreach Assistant (Summer Jobs)

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age.

Job Summary

The Outreach Assistant, under the direction of the Director of Children and Family Services, will work as a full member of a bilingual Family Outreach team. The Outreach Assistant will assist in implementing the bilingual programming of the Ottawa Centre EarlyON/ON y va programming for all families, especially those most at risk under the guidelines set out by the Ministry of Education by following the four foundations for learning: belonging, well-being, engagement and expression.

The Outreach Assistant will work with our EarlyON/ On y va Toy Lending Library, including assessing the accessibility and representation of children and families from all backgrounds (family structure, race, religion, gender, gender expression, and sexual orientation).

This position will work with a small team of staff, volunteers and students to implement culturally inclusive supportive programs that promote growth in all areas of development for children from 0-6 years of age.

All programs are planned to align with the Ontario EarlyON mandate, guided by family support principles, and delivered within the context of Mothercraft's mission and strategic plan.

Start Date

As early as April 23, 2019 depending on funding

This position is conditional on successful funding from the Canada Summer Jobs program. Dependent on funding, the position will be for 30-40h/week for 6-16 weeks in total. Interested candidates are asked to apply by April 5, 2019, with interviews to be scheduled thereafter. No official job offer can be made until the Canada Summer Jobs funding has been announced.

ONLY APPLY IF you were a full-time student in 2019 and are returning to full-time studies in the fall of 2019. You must also be between the age of 15-30.

Competencies

- Workshop or program planning, implementation and evaluation skills
- Resource and materials organization/ inventory management skills
- Strong organizational, interpersonal and communication skills
- Strong group presentation and facilitation skills
- Problem solver and proactive thinker
- Demonstrated time management skills
- Ability to take initiative, work both independently and in a team environment

Job Duties

- Helps operate culturally sensitive programs
- Support the participation of families with children in all Mothercraft programs
- Describes and promotes EarlyON/ On y va programs to new parents/caregivers and the community
- Implements program plans
- Assists in providing information programs and services in the community for the whole family including the early years and beyond
- Assists in the development and implementation of outreach strategies for the programs
- Assists in the management and maintenance of the toy library and the parent resource library
- Identifies the need for the purchase of developmentally appropriate toys, games equipment, materials and resource books; identifies the need for the purchase of resource books
- Assists in maintaining and developing early years information and resources
- Maintains a healthy and safe environment; removes or fixes unsafe equipment and toys; performs light housekeeping duties as required; sanitizes toys and equipment; secures facilities.
- Maintains attendance records, statistics and other data gathering requirements
- Maintain a professional appearance, demeanor, and attitude at all times
- Maintain a high level of confidentiality in all interactions
- Protect the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately
- Ensure compliance with provincial regulations and agency policies, procedures and best practices.
- Perform other reasonable duties that may be assigned

Qualifications

- Must be enrolled in post-secondary studies, preferably in a program related to childcare or education such as: Early Childhood Education, Child and Youth Care, Early Learning and Development, Leisure Studies or Autism and Behavioral Studies
- Knowledge of early years child development
- Bilingualism in both official languages is required for this position
- Valid first aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector police check
- High level of integrity and work ethic
- Demonstrated time management skills
- High level of integrity and work ethic
- Must meet the Canada Summer Jobs requirements of:
 - Was a full-time student in the previous academic year
 - Returning to full-time studies in the fall session
 - Be between the age of 15-30 years

Salary

Salary: 15.25/ hour

**If interested, please submit cover letter and resumé by
3:00 pm on Friday, April 5, 2019 to
tracy_lynn.mallett@mothercraft.com
Please put the full job title in the subject line of your email.**

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.