



## Job Posting

### Birth and Parent Companion Program Assistant - Mothercraft Ottawa – EarlyON

Are you someone who has a passion for serving vulnerable and at risk families, while working in a dynamic, fun, fast-paced team? Someone who has outstanding organizational skills and can keep track of many competing priorities? Can you adapt to new technology? Serve as a central hub of connecting new families to the best matched volunteer to their needs? Do you have the skills to deal with people in challenging situations with sensitivity, tact, diplomacy, professionalism and utmost confidentiality, respecting the emotional, socioeconomic, cultural and physical needs of our clients, volunteers and team? And at the end of the day, do you strive to make a difference in the lives of families? If so, this is a fantastic opportunity to demonstrate your skills in a well-established, 25+year old community-based program.

#### POSITION AVAILABLE:

- Temporary Part-Time Position 30 hours per week

**START DATE:** ASAP      **END DATE:** September 30, 2021

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

Through our work with families, staff, partners, and the community, Mothercraft is dedicated to:

#### Adult-friendly Version

- *Creativity: Exploring possibilities.*
- *Nurturing: Supporting each other with compassion.*
- *Collaborative Relationships: Built on respect and communication.*
- *Inclusivity: Welcoming and encouraging diversity.*
- *Integrity: Acting with honesty and reliability*
- *We use imagination.*

#### Kid-friendly Version

- *We are caring.*
- *We work together.*
- *We welcome everyone.*
- *We do our best.*

#### JOB DESCRIPTION

The Birth and Parent Companion Program Assistant, under the direction of the Director of Children and Family Services, is primarily responsible to provide support to the Birth and Parent Companion Program (BPCP) and serve as a liaison between clients and volunteers. This position is responsible to prepare, track, review, and/or edit various forms of correspondence, and assist with BPCP Program metric data entry and analysis. The Program Assistant must have the ability to adapt to new technology and ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

The Birth and Parent Companion Program Assistant will communicate with Physicians' offices, Community Health Centres, and other referral sources on an on-going basis to promote and advertise the Birth and Parent Companion Program. They will assist with organization, coordination and staff volunteer recruitment initiatives and interact with other programs within the context of Mothercraft's mission and strategic plan.

Must be prepared to assist as requested within the broader Department of Child and Family Services, or Mothercraft as a whole.

**QUALIFICATIONS:**

- Post-secondary education in a related field
- 2 years' experience in a community based social service agency
- Minimum of 2 years related office experience
- Experience and proven ability in working with adults and the public
- Strong knowledge of related community resources and services within the City of Ottawa and online
- Valid first aid and CPR Level C certification
- Satisfactory vulnerable sector check
- Expected that staff will engage in continuous professional learning opportunities to keep informed of the latest research
- Proficient computer skills in Microsoft Office Suite (Word, PowerPoint, Access, Excel) as well as data base management, desktop publishing, Internet and e-mail
- Doula/childbirth education is an asset
- Understanding and experience working with at risk and marginalized populations
- Demonstrated time management skills and the ability to prioritize tasks and meet deadlines
- High level of integrity and work ethic
- Demonstrated ability to process information accurately and timely and to perform a variety of administrative duties related to carrying out the mission and function of the program and the agency
- Bilingualism in English and French is essential, other languages are considered assets
- Must participate in Birth Companion Training
- Must be able to work occasional evenings and weekends

**SALARY AND BENEFITS:**

Salary: \$20.66/hour

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

If interested, please submit cover letter and resumé to [tl.mallett@mothercraft.com](mailto:tl.mallett@mothercraft.com)

**In your cover letter, please indicate the position you are interested in applying for and explain how your experience in the field supports your suitability for this role.**

**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.*