

Position: Early Learning Specialist-Support for Parents

Full-time, bilingual preferred position (35 hours/week)

Start date: Jan-Feb 2019

Working in collaboration with Early Years Community Partners, the Early Learning Specialist-Support for Parents (ELS/Parent) will promote, develop and facilitate high quality parent education to parents and caregivers. By sharing evidence-informed/based information and best practices, the ELS/Parent will collaborate with parents and caregivers to increase their knowledge and skills to support positive developmental outcomes for children in their care. The ELS team will strive to build system capacity and common messaging for Professionals, Parents and Caregivers to promote and strengthen early learning, literacy and well-being among children from birth to 6 years old and their families.

Main Responsibilities

Parent Education and Skill Development

- Research, develop and facilitate high quality, evidence-informed/based workshops, trainings and presentations to support parents, caregivers and Early Years partners working with families.
- Create tools and resources to support families and professionals in the Early Years Sector and enhance parent engagement.
- Administer and support the Early Learning and Literacy Resource Library at the Parent Resource Centre.

Promote Partnerships between Early Years Professionals and Families

- Use current Ministry of Education approved frameworks and guides such as "How Does Learning Happen?" to build strong partnerships between Early Years professionals and parents to support children's optimal development.
- Establish and support collaborative relationships with Early Years community partners through positive communication, resource sharing and reflective practice.
- Work in partnership with various community service groups, networks and committees to promote early learning, literacy and well-being initiatives for children and their families.
- Work closely with other members of the ELS team to coordinate events and training, deliver joint projects and administer ELS programs and resource lending.
- Provide support to internal programs, committees and staff at PRC on an as needed basis.

Strategic partnerships

- EarlyON Centres
- Childcare and Nursery School Centres
- Ottawa Public Library
- City of Ottawa – Children’s Services
- First Words Speech and Language
- CHEO and Ottawa Public Health
- School Boards and Parent Councils
- Colleges and Universities providing Early Learning Programs
- Community Health and Resource Centres
- Ottawa Community Housing
- Settlement Agencies for Newcomers

Job Requirements/ Hiring Specifications

- Enhanced knowledge of early childhood development, required
- Strong knowledge of adult learning principles, required
- Proven facilitation skills and experience providing reflective practice support, required
- Strong knowledge of early years guidelines (Ministry of Education – How Does Learning Happen?, College of ECE), required
- Superior research ability and ability to convert theory into practice
- Excellent communication and interpersonal skills, verbal, written as well as effective listening skills
- Creative and innovative “out of the box” thinker
- Highly organized, able to multi-task and prioritize
- High degree of professionalism, sociability and tact
- Extensive knowledge of community resources and programs an asset
- Open minded, patient and flexible

Required Qualifications

- Post-secondary education in Early Childhood Education, teaching, adult education or an acceptable combination of education, training and experience accepted
- Minimum 3 years’ experience working with the early years or childcare sector
- Experience in adult education, workshop development and community presentation, required
- Experience working with diverse community partners - professionals and families
- Ability to work independently and as part of a team

- Ability to work flexible hours, evening, or weekends as needed
- Valid driver's license and car necessary for travel between service locations
- Superior language skills, both written and oral, in English (and French preferred) are required

Salary scale

- \$48,000-\$50,000

To apply for this position, please send a resume and cover letter directly to information@parentresource.ca quoting "ELS/Parent Position" in the subject line.

We thank all applicants for their interest in PRC but please note that only those selected for an interview will be contacted. This position will remain active until we are successful in finding the right candidate.