

JOB OPPORTUNITY: COLT Student Parents Program Coordinator

COLT Students Parents Program Coordinator Competition #104-18

DO YOU WANT A MEANINGFUL CAREER, HELPING OTHERS? JOIN US!

ABOUT FAMILY SERVICES OF GREATER VANCOUVER (FSGV)

Founded in 1928 and celebrating its 90th year, FSGV is a charitable organization with nearly 100 social services programs and 500 employees across Vancouver and the Lower Mainland.

Our values:

- Innovation
- Integrity
- Diversity
- Optimism
- Excellence

FSGV commands respect in the community while envisioning and impacting brighter futures for the people we serve. We provide a supportive workplace for our staff and professional, effective services for our clients, including counselling, therapy, advocacy, education, employment support and community services.

HERE'S WHAT WE CAN DO TOGETHER

Our **COLT Program** in Richmond keeps pregnant teens and student parents in school and helps them to overcome the barriers that can keep them from finishing school and finding work. These barriers include a lack of daycare for their children, economic difficulties, transportation, as well as relationship and personal issues. While participating in the program, their children are provided with quality daycare on campus.

JOB SUMMARY

The Coordinator will be responsible for the administration, supervision and co-ordination of the Richmond Student Parents Program including the day to day operations of the two components of the program: the school program for student parents and the daycare.

ESSENTIAL RESPONSIBILITIES

1. Client Support

- Identify student participants and assist them in their entry and exit process
- Support /assist students to obtain community day care placements and childcare subsidies
- Provide students with on-going individual support, crisis support, counseling and assistance to access community referrals regarding a variety of issues: housing, financial assistance, legal, health, relationship, MCFD involvement

- Assist students with post-graduation plans
- Organize and facilitate weekly group sessions for students covering parenting, life skills and interpersonal relationships

2. Program Coordination

- Make recommendation to the Program Manager regarding program development and evaluation
- Assist the Manager in the maintenance of measurable evaluation system for the program
- Lead weekly meetings with the Daycare Supervisor and teachers
- Liaise with the Daycare Supervisor to coordinate the school program for student parent and the daycare to ensure the delivery of quality service to the clients
- Work with teachers to organize and coordinate school events

3. Program Administration

- Ensure records/documentation are maintained regarding statistics, nature of services provided, outcomes and any other relevant documentation necessary to meet contractual and agency requirements
- Assist in report and funding proposal writing
- Organize, track and shop for the food needs of the program

Required Competencies

- Collaborative Communication
- Personal Effectiveness
- Personal Leadership
- Commitment to Excellence

WHAT YOU BRING

Education / Experience

- Undergraduate degree in social sciences, with a minimum of 3 years related experience; or a combination of equivalent education and experience
- Extensive experience working with at-risk youth
- Experience work with young parents, pregnant and parenting youth preferred and/or families with multiple barriers
- Experience with and understanding of, MCFD role and child protection issues and willingness to work with social workers
- Technical proficiency

Other Requirements

- Successful completion of criminal record check
- Work full time with some flexibility
- Class 5 Driver's License

Job Specific Knowledge/Skills/Abilities

- Working with teen parents or related experience
- Knowledge of Early Childhood (infant/toddler/preschool) and adolescent development
- Working with the public education system

- Group facilitation experience
- Knowledge of community resources in Richmond
- Ability to build and maintain community relationships
- Ability to consider and construct practices which acknowledge and incorporate the experiences of persons who are marginalized on the basis of gender, race/ethnicity, economic status, language, culture, age, disability, sexual orientation/identity and/or gender-identity

WHAT WE OFFER YOU

FSGV offers purposeful careers, serving the most vulnerable members of our community. This role offers you the opportunity to help build a successful fundraising operation, influence the growth of a new team, nurture cooperative relationships and make a positive impact in our community.

FSGV provides a comprehensive compensation package, with pension and generous extended health benefits for our regular staff.

FSGV supports career development and training for staff to reach their potential, and offer mentorship and professional advancement in a supportive environment. We recognize the importance of work-life balance, wellness and a safe, inclusive and welcoming workplace that values diversity and respect for all.

Work Hours: Monday to Friday based on 35 hours/week

Salary: GS9S1 (\$1,737.40 bi-weekly) with excellent benefits including pension

Location: Richmond Secondary School, 7171 Minoru Blvd. Richmond

Start Date: As Soon as possible

HOW TO APPLY

If this describes you, please send us your resume and cover letter (**indicating the competition number 104-18 in email subject line**). Please tell us where you heard of this opportunity, outlining your interest and demonstrating your relevant experience for this role in your cover letter.

FSGV is an equal opportunity employer. If you require a disability-related accommodation in order to participate in the recruitment process, please email your contact information to careers@fsgv.ca for follow-up.

Send your application to: Patricia Steiner, Manager Community Education and of Development Services psteiner@fsgv.ca

Post End Date: October 5, 2018

We thank all applicants for their interest; however only those selected for interviews will be contacted.

FSGV is committed to the principles of diversity. We encourage applications from qualified people of all gender expressions and identities, sexual orientations, visible minorities, Indigenous persons and persons with disabilities.