

## **Assistant to Young Families**

Do you have a passion for helping children explore, learn and grow? Are you energetic and inventive? Are you able to see beyond labels to experience and appreciate each person as a unique individual? Are you excited by working closely with families, community members and educators?

*Durham Association for Family Respite Services* is a not-for-profit organization that works in partnership with families with a member who has an intellectual disability or a child with a physical disability, providing family supports that enhance the capacity of the family to care for one another and to sustain their valued social roles as family members and members of the community.

A unique opportunity exists to work closely with families throughout Durham Region who have young children to increase community belonging and support relationship building opportunities. Where a Family Facilitator and family agree on the role and relationship outcomes, the Assistant to Young Families will develop a supportive short-term partnership with the family, remaining flexible and effective in his/her approach in order to assist the family to attain planned outcomes. The Assistant will also bring parents together and facilitate a group that offers mutual support and learning.

This is a part-time position requiring up to 21 hours per week. Flexibility is important and the position will require some evening and weekend work.

### **Duties and Responsibilities:**

- Reports directly to the Manager of Family Support.
- Work in partnership with families, community members and educators under the guidance of a Family Facilitator and Manager.
- Assist families in accessing appropriate supports.
- Facilitate a parent group.
- Assist with peer related typical community engagement.
- Assist with planning and facilitating play dates.
- Foster awareness of the gifts and contributions of children with disabilities.
- Work alongside families and Facilitator to implement plans, provide “hands on” assistance and identify helpful resources.
- Explore existing networks, extended family, neighbourhood, community groups, and schools.
- Monitor the progress and provide updates to leadership.
- Ensure that evaluation component is woven into all parts of the initiative.
- Complete and maintain accurate records, evaluation, and progress in order to prepare a comprehensive report.
- Demonstrate a positive, supportive and professional relationship with all staff, families, volunteers, other providers, and the community.
- Maintain strict confidentiality.
- Attend and actively participate in weekly team meetings as required.
- Perform all duties and responsibilities in a manner consistent with DAFRS Mission, Values, Vision and Principles of Family Support.
- Promote public awareness of the work and philosophy of DAFRS.
- Other duties, relevant to the position, shall be assigned as required.

### **Qualifications:**

Post-Secondary degree or diploma in Early Childhood Education, Leisure Studies or related field required;

Experience working with children in a direct support and/or family support capacity is considered an asset;

Ability to and an interest in working with families who are striving to support their child in ordinary community;

Excellent computer skills including Word, Excel, Publisher;

Ability to communicate effectively both verbally and in writing; Able to design and provide evaluation framework for the initiatives (data collection, summary, outcomes, etc.);Able to work independently and as part of a team;

Able to collaborate with families;

Excellent organizational and administrative skills and sound knowledge of office procedures;

High standard of attention to detail;

SRV theory and experience in implementation is preferred;

Ability to work some evenings and weekends;

Use of car and valid driver's license.

Possess a clear vulnerable-sector police check.

**Application Process:**

Qualified candidates should email their resume no later than 4:30pm May 11th, 2018.

We thank all applicants for their interest, however, only those considered for an interview will be contacted.

Durham Association for Family Respite Services is an Equal Opportunity Employer committed to an inclusive, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise if accommodation is required.