

### **Assistant to Young Families (part-time)**

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 Resources and Support is a Durham-based, family support and resource organization that partners with families to imagine, plan for, and implement good lives in community, one person at a time, for and with their family member with disability. We consider the person in the context of their family (born or chosen) where their relationships most often ensure that this is where the voice of the person might best be heard, supported and augmented.

We are anchored by a deep understanding and thoughtful application of the principle of Social Role Valorization (SRV). This guides us to promote and value a good, ordinary life in everyday community through valued roles, relationships and places of belonging, and to design ways to make this the option of choice for people whenever possible. Well defined organizational Values and Principles of Family Support are the motivating force behind our decisions and actions.

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 position reports directly to the Supervisor of Family Support.

#### **Duties and Responsibilities**

- Work in partnership with families, community members and educators under the guidance of a Family Facilitator and Supervisor.
- 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 DFR Mission, Values, Vision and Principles of Family Support.
- Promote public awareness of the work and philosophy of DFR.

• One Person at a Time • Together With Families •

- Other duties, relevant to the position, shall be assigned as required.

#### **Qualifications, Skills and Experience**

- Post-Secondary degree or diploma in Early Childhood Education, Leisure Studies or related field required; equivalent experience will also be considered.
- 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.

#### **Working Conditions**

- This is a part-time position requiring up to 21 hours per week; however, flexibility is important as the position will require some evenings and weekend work.
- Flexible to work remotely at home office, the Oshawa head office, and in family homes and community spaces around Durham Region.

#### **Applicants Must**

- Submit a cover letter with their resume.
- Possess a valid Ontario's driver's license and vehicle for the purposes of work.
- Produce a clean vulnerable sector background check.
- Provide proof of full vaccination for COVID-19.

The application deadline is November 5, 2021. Qualified applicants are invited to respond with a **cover letter and resume** to [hr@dafrs.com](mailto:hr@dafrs.com)

Durham Association for Family Resources and Support is an equal opportunity employer and is strongly committed to diversity and inclusion. Applications from all qualified candidates are welcome. Applications are strongly encouraged from people with disabilities, racialized people, indigenous people, and people from the LGBTQ2+ community. If you require any form of accommodation connected to this application, please let us know.

We thank all who apply, however, only those candidates selected for an interview will be contacted.