

Coordinator
Full Time (35 hours per week)

Norwood Child & Family Resource Centre provides programs that strengthen and enrich the lives of children and parents. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children in the community.

Reporting to a Norwood Manager, the Norwood Coordinator provides direct supervision to the Norwood team responsible for the delivery of services to children and families within the communities we serve. The Coordinator works collaboratively with Norwood staff and leadership to perform responsibilities such as reflective supervision of staff, administration, evaluation, coordination of services and supporting best practices throughout all areas of Norwood.

Norwood programs are targeted for families with children birth - 5 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities.

The position requires a flexible work schedule that includes evening and weekend shifts.

Norwood staff are guided by the following Team Charter: **(SPIRIT)**

- **Support-** *We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.*
- **Passion-** *We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.*
- **Integrity-** *We are honest, trustworthy, transparent, and accountable with each other.*
- **Respect-** *We accept others without judgment and recognize that every individual is a person of value*
- **Inclusivity-** *We celebrate diversity and welcome people of all backgrounds, cultures, and perspectives.*
- **Team** – *We are all one group working towards improved outcomes for children and families.*

If you share our values and support our mission and vision please consider joining our team.

The successful candidate will:

- Provide reflective supervision, support and coaching to Norwood Staff
- Conduct performance evaluations that reflect ongoing feedback to the Program Manager and adhere to the agency's performance management policies
- Coordinate staff schedules and attendance and review leave requests
- Participate in the recruitment process and provide orientation to new team members
- Link program plans and individual staff performance plans to agency strategic goals
- Conduct evaluation activities and review data to monitor and ensure program effectiveness and adherence to agency standards of excellence
- Collaborate in supporting deliverables connected to Alberta Education, Accreditation, Child Care Licensing, Parent Link outcomes and Family Support guidelines.
- Collaborate with internal and external team members, partners and service providers to offer more seamless service delivery and support the voice and choice of families.

The ideal candidate will possess the following qualifications:

- Possess a completed degree or diploma in Early Childhood Development or Human Services field.
- Minimum 3 years supervisory experience in an early childhood setting

- Experience working with children and families from diverse cultural and socio-economic backgrounds
- Effective leadership skills including performance management processes
- Adaptability to changing work environments; work priorities and organizational needs
- Working knowledge of MS Office and database systems
- Strong written and verbal skills with the ability to prepare program evaluation and contribute to funder reports
- Strength based philosophy to ensure families are involved in goal planning and decisions related to them
- Strong interpersonal skills and experience working in a collaborative team environment
- A current First Aid Certificate
- A valid driver's license and access to a reliable vehicle
- A current Security Clearance Check and Child Welfare Intervention Check

Norwood Child & Family Resource Centre offers a compassionate team environment with a competitive compensation plan, full benefits, paid time off at Christmas and Spring Break (in addition to regular vacation), a commitment to staff celebration and recognition, a strong focus on employee wellness, team building activities, and ongoing professional development. The starting salary for this role is \$27.06 - \$30.45 per hour based on a 35 hour week.

Norwood Child and Family Resource Centre, values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and LGBTTQIA+ communities.

To apply for this opportunity, please submit your résumé and cover letter to:

hr@careersforcommunity.ca

Please include Coordinator in the subject line. Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.

Closing Deadline: Until Suitable Candidate is Found

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

Norwood Child & Family Resource Centre
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