

## Early Childhood and Family Coach Full Time (35 hours per week)

**Are you looking to make a difference in your community?  
Join the Norwood family and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich 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. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

### Norwood provides the following:

- Paid health, dental and vision premiums
- 5 weeks of paid time off per year (1 week at Spring Break, 2 weeks at Christmas and 2 weeks vacation)
- 12 sick/personal leave days per year
- Service recognition and employee awards
- 2 staff fun/appreciation days per year
- Strong focus on employee wellness and work-life balance
- Supportive of ongoing professional development
- A compassionate team environment

The Ubuntu Children and Families program was created two years ago to deliver groundbreaking services to vulnerable children, youth, and families in Northeast Edmonton. The C5 partnership, the creators of Ubuntu (composed of Boyle Street Community Services, Bent Arrow, Edmonton Mennonite Centre for Newcomers, Norwood Child and Family Resource Centre, and Terra Centre), had a vision for a new type of cutting edge service delivery model that could be provided by working together.

During family visits, the Early Childhood and Family Coach shares knowledge of early childhood development with a focus on parent child interactions. They will work with the family to build capacity and seek family reunification. Group facilitation opportunities will build the families capacity through parent education, information sharing and referrals.

**This position requires a flexible work schedule that includes evenings and weekends to meet the needs of the families.**

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.

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

**Reporting to the Family Time Coordinator, the Early Childhood and Family Coach is responsible for the following:**

- Support children and families as they work towards reunification and permanency, while the children are living in another home environment
- Provide fully engaging activities, coaching, and environments with children ages 0 – 6 years, and their parents/caregivers during and outside of visits
- Transport children from their current residence to a scheduled visitation location in the community or in their biological parent's home
- Utilize appropriate Early Childhood Development activities during transportation to build a relationship with the child/ren and support their development during the transition to and from the visits with the parent(s)/guardian(s)
- During visits the Early Childhood and Family Coach will support the reunification process by planning and interacting with families to work towards the goals that have been set through their service team with Children's Services and Ubuntu.
- Facilitate groups that support children and families through early childhood experiences and parent education
- Provide learning opportunities by demonstrating and modelling activities that support children's brain development and functioning, promote attachment and healthy child development, family dynamics, self-regulation and communication in alignment with the families' goals and interaction preferences
- Complete documentation in accordance with agency and best practice standards
- Conduct ASQ:3 and ASQ:SE:2 developmental screens with children and families
- Facilitate groups that support children and families through early childhood experiences and parent education

**The ideal candidate will possess the following qualifications:**

- Degree or diploma in Early Childhood Development or Human Services Field
- Registration with the appropriate licensing body, if applicable
- Experience coaching/role modeling and supporting parent and child (ages 0 – 6) interaction
- Strong knowledge of child development and parenting skills
- Experience working with children and families with complex needs, from diverse cultural and socio-economic backgrounds
- Strong interpersonal skills and the ability to work alone and in a team environment
- Strong organizational skills and ability to prioritize
- Working knowledge of MS Office, with experience in Excel and database systems
- A current First Aid Certificate, Security Clearance Check and Child Welfare Intervention Check
- A Full Class 5 (non GDL) driver's license, reliable vehicle, clean drivers abstract (3 year), business insurance
- Valid driver's license, clear driver's abstract
- A current Childcare First Aid Certificate, Criminal Record Check and Child Welfare Intervention Record Check

**The following qualifications are considered an asset:**

- Training in Relationship Based Practice, Child In Relationship, Triple P, Early Brain Development, and Trauma Informed Practice

The starting hourly range for this role is \$21.73 - \$24.45 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 LGBTQ2S communities.

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To apply for this opportunity, please submit your résumé and cover letter to: [hr@careersforcommunity.ca](mailto:hr@careersforcommunity.ca)  
**Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.**  
Please include Early Childhood and Family Coach in the Subject Line of the email.

Closing Deadline: Until Suitable Candidate is Found

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