



Job Title: Parent & Family Support Worker
Position Type: Full-time in-person 35 hours/week
Reports to: Executive Director

Wilmot Family Resource Centre (WFRC) is a charitable, multi- service organization with locations in Baden, Wellesley, and New Hamburg, focusing on strong and healthy communities where all individuals are accepted and where there are opportunities to participate and grow.

Wilmot Family Resource Centre is currently hiring a full-time **Parent & Family Support Worker** for 35 hours per week.

POSITION OVERVIEW:

Reporting to the Executive Director, the Parent & Family Support Worker will be responsible for providing programs, services, and support to parents and families, with children aged birth to 18 years old, in the townships of Wilmot & Wellesley. In addition to working with families, the parent support worker will emphasize the promotion of mental health wellness and the implementation of preventative programs to foster positive mental health & wellness.

The Parent & Family Support Worker will work collaboratively with agency staff and the community to identify needs of parents and families and develop potential partnerships with other agencies to offer programming to complement existing programs and services. They will also build rapport with clients, secure trust, and confidence, and make referrals internally and to other community services and supports as appropriate. As well, they will compile and enter necessary data and documentation into agency data systems while maintaining accurate, timely and complete files.

This position will work primarily weekdays with occasional after-school, evening and weekend hours required.

QUALIFICATIONS AND SKILLS:

- A bachelor's degree or diploma in social work or another field of human services or a related degree or diploma with at least two years' experience working with families, parents and children
- Education, training and/or knowledge through experience with mental health and wellbeing
- Experience working with children and families from diverse cultural and socio-economic backgrounds
- Excellent verbal and written communication skills
- Be able to problem solve, manage time well, and prioritize responsibilities
- Flexible, organized and ability to work independently with minimal supervision and within a team environment
- Proficient in the use of computers, internet, and various software (Microsoft office suite)
- Experience with Canva software an asset
- Strong interpersonal skills including exercising compassion, discernment, & modelling of appropriate boundaries
- Use a non-judgmental, holistic, trauma informed, inclusive approach
- Experience working with volunteers
- Knowledge of WFRC programs and services and other community resources an asset
- Have access to reliable transportation
- Clean Vulnerable Police Records Check
- Mandatory Covid-19 vaccination policy is in place for all employees
- CPR and First Aid certificate an asset

DETAILS: Full-time 35 hours/week, \$26/hour starting wage, expected start date in October.

Applicants will only be considered if they include a cover letter and resume that clearly demonstrates how their previous skills and experience correspond to each of the above requirements.

Applications are due by noon on October 18, 2023, to **Trisha Robinson**, Executive Director, Wilmot Family Resource Centre, 175 Waterloo St. Unit 1, New Hamburg, ON. N3A 1S3; or by email to info@wilmotfamilyresourcecentre.ca

Wilmot Family Resource Centre is committed to employment equity and providing equal opportunity for people with disabilities. We encourage applications from people representing the diverse communities we serve, and if requested, we modify our recruitment and hiring processes to make accommodations that are responsive to applicants' needs.