



**INTERNAL/EXTERNAL
JOB POSTING**

Job Title:	Bilingual, Early ON Family Navigator - Community Health Promotion and Early Years
Status:	1-year contract – maternity/parental leave replacement Days: 5 days/week (1.0FTE)
Salary Scale	\$47 229 to \$56 900 /year
Pension and Benefits:	Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)
Start Date:	As soon as Possible

Position Summary:

The Early ON Family Navigator provides direct service and coordinates, plans and delivers high quality services consistent with the Early ON Child and Family Centre guidelines for children from birth to 6 years and their families / caregivers. The Family Navigator, serves as a central point of contact for Ottawa child and family resources, and supports families to navigate health, community and government systems. The Family Navigator's primary responsibility is to provide information or referrals to specialized programs and services within the Centre and or community to enhance early childhood development.

The Family Navigator works as part of a multidisciplinary team and collaborates with external partners to meet clients' needs. In carrying out this role, the incumbent takes a child and family-centred approach to meet the unique needs of children, parents, guardians and caregivers within the context of a diverse community. In addition, this role provides relief for the Early ON Family Resource Worker and is well versed in all CCHC programs as well as those in the external community.

Qualifications

- Bachelor of Early Childhood Education or Early Childhood Education Diploma.
- Registered and in good standing with the Ontario College of Early Childhood Education or eligible for registration. (RECE)
- 2-3 years experience in an Early Childhood Education / childcare environment.
- Experience working directly with children (newborns to 6 years), parents/guardians/caregivers.
- Experience in-group facilitation, delivering workshops and presentations.
- Standard First Aid and CPR-C certification (or willing to attain and maintain).
- Excellent knowledge of child development, emergent curriculum and Ontario's Pedagogy for the Early Years ("How Does Learning Happen?").
- Experience in program planning and delivery in accordance to "How Does Learning Happen?"
- Excellent knowledge of early childhood resources.
- Demonstrated skills on working collaboratively with community partners on early learning initiatives.
- Strong interpersonal and communication skills.
- Proven ability to communicate effectively and establish appropriate relationships with families and caregivers.
- Demonstrated ability to identify and serve needs of people with diverse cultures and backgrounds.
- Knowledge and awareness of barriers to health related to homelessness, immigration, mental health, poverty and discrimination

- Knowledgeable of CHRC and community child and family programs and services
- Ability to work well with marginalized groups and develop trust relationships with clients in identifying needs and making referrals to other resources.
- Experience and sensitivity working with diverse family units including LGBTTTQ2+.
- Demonstrated flexibility, a sense of organization and initiative.
- Proven ability to work independently and within a team approach.
- Ability to work flexible hours including evenings and some weekends.
- Excellent computer skills- Microsoft Office Suite and reporting database.

Desirable

- Ability to communicate in other languages (e.g. Arabic, Chinese, Italian, Somali, Spanish, etc.).

Language designation

English, written and spoken

French, written and spoken

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **February 09, 2024** by **11:59pm** to jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “EarlyOn Family Navigator – Full-time”
- The file name for your resume should read: “(last name)_(first name)_ Resume”
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter”

We thank all applicants for their interest. Only applicants invited to an interview will be contacted.

Candidates with a disability requiring accommodation during the application and/or the interview process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.