



Mount Pleasant Neighbourhood House

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Internal/External Posting

Family Programs Coordinator (30 hours per week)

Opening: April 24, 2024 Closing: May 8, 2024

Mount Pleasant Neighbourhood House (MPNH) is located on the unceded, occupied, ancestral and traditional homelands of the x^mməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̓'ətəʔ/Selilwitulh (TsleilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and community members as we work collectively towards community building.

Job Title:	Family Programs Coordinator
Reports To:	Director of Community Services

Job Purpose

Mount Pleasant Neighbourhood House is seeking a **Family Resource Programs Coordinator** to maintain and create programs that strengthen families in the neighbourhoods that we serve. Some of our programs are focused on families with children 0-6, while other programs include families with older children. Programs generally are scheduled during the daytime, M-F, with some programming on evenings and weekends.

Family support services are community-based services that assist and support parents in their role as caregivers with the goal of promoting parental competency and strengthening family life, leading to healthy child and family development. This position's role also includes building peer support among families and connecting them to family support & other relevant services at MPNH and with community partners.

As part of the Community Services team, this position works closely with other family resource programs, community organizations, Neighborhood Houses and other relevant programs and services in an inclusive and multicultural setting. Services provided are accessible, integrated, neighbourhood-based, and culturally responsive. In addition to overseeing and sometimes facilitating programming, the Family Services Coordinator will ensure proper recordkeeping and oversight of services for the purpose of reporting to funders and the community. Working with the Director of Community Services, they will supervise Family Services Facilitation staff, contractors, and childminding staff, as needed.

Duties and Responsibilities



Connecting Neighbours since 1976



Program Coordination and Development:

- Build and maintain a full schedule of parent training and education programming with a range of strategies for imparting knowledge, improving skills, and building awareness of resources.
- Plan workshops and trainings for neurodivergent families.
- Provide programming whenever possible that is responsive to indigenous communities, linguistic and religious (or cultural) communities residing in MPNH service area, LGBTQ+ families, families with children with disabilities and diverse abilities, families who have experienced displacement.
- Create and maintain relationships with community partners and venues in the community to offer place-based parenting programs for families such as but not limited to weekly Family Drop-Ins, Nobody's Perfect Programs, Mother Goose, My Tween and Me and Kinder-prep programs.
- Support the planning and organizing of house-wide events and initiatives that involve families, in conjunction with other MPNH staff.
- Evaluate and keep records of participant profiles and key statistics including input into funder reports, database system, including intake forms, narrative, and statistical reports.
- Make 1-1 referrals as needed for FRP participants to supports for counselling, advocacy, information.
- Publicize and promote FRP programs, creating posters, newsletter, and website content in conjunction with MPNH communications coordinator.
- Maintain information and support resources, sharing and updating with the literacy coordinator, community resources coordinator, settlement staff, and other staff at MPNH who interact with families.

Staff and Volunteer Coordination:

- Create and maintain relationships with program facilitators, both volunteer and paid, recruiting and supervising as needed.
- Maintain and create recruitment, training, supervision, and information systems for childminding staff, ensuring compliance with relevant policies and best practices, coordinating with the Director of Childcare.
- Create and maintain schedule for childminding staff doing FRP work.
- Ensure that FRP systems and personal communication adheres to relevant confidentiality and privacy policies.
- Support the work of MPNH as a whole and MPNH community building through staff meetings/retreats/training.

Qualifications

- Post secondary education in social work, education, community support, multicultural work, or related field in combination with experience in the field.
- Minimum 2 years of experience implementing family resource programming.
- Minimum 2 years of experience working with families in a multicultural environment.
- Demonstrated knowledge of early childhood development and family dynamics.
- Knowledge of group social programming and ability to facilitate programs that encompasses building peer-to-peer connections, group volunteering, strength-based models.
- Oral and written proficiency in English and another language represented in SE Vancouver, ELL experience and experience with newcomers in general valued.
- Work and/or lived experience with vulnerable and/or neurodivergent families facing multiple barriers.
- Training in Nobody's Perfect, Mother Goose, My Tween & Me or other family resource programs.
- Knowledge of trauma informed programming.

- Demonstrated ability to work in a multicultural team environment.
- Ability to both work independently and to communicate and collaborate as part of a larger team, to cultivate a positive and productive team environment.
- Ability to represent MPNH with other neighbourhood houses in network and in broader community.
- Comfortable using counselling skills and crisis intervention skills in community context leading to referrals for more extensive 1-1 work.
- Excellent organizational, leadership, communication, and community development skills.
- Experience facilitating groups and designing programs.
- Demonstrated report writing and administrative tracking ability.
- Computer proficiency.
- Valid First Aid and criminal record check.

Working Conditions

- Requires ability to problem solve with families/individuals who might be in crisis
- Some evening/weekend work may be required, with notice.
- Some programs and meetings may be off-site from MPNH

Physical Requirements

- Occasionally may need to move toys/light furniture

Terms

- Regular part-time 30 hours/week, medical benefits and pension plan.
- Compensation: \$26.68/hour to \$30.60/hour based on experience and qualifications

Please submit cover letter and resume to dulcy.anderson@mpnh.org with *Family Programs Coordinator* in the subject line. No phone calls please.

Mount Pleasant Neighbourhood House is a member of the Association of Neighbourhood Houses of BC (ANHBC), which is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

For more information about Mount Pleasant Neighbourhood House visit www.mpnh.org and ANHBC visit www.anhbc.org We thank and acknowledge all applicants and will only be contacting those selected for interviews.