



ABC Site Coordinator (North) Part-time Contract

For 36 years, Rose of Sharon Services for Young Mothers is a registered charity that provides free programs and educational services in York Region annually to 300 vulnerable prenatal and parenting youth families while they build greater stability in the lives of their children. Our programs empower young families to embrace their strengths, build parenting skills, increase child development knowledge, and develop their personal capacity to overcome barriers. Offered online and on-site in a welcoming, safe, and inclusive space - youth parents set goals and work toward building the future they envision for themselves and their children.

JOB OPPORTUNITY

Contract: 25 hours per week x 44 weeks, some evenings and weekends

SALARY

\$17.50- \$19.00/hour + 4% vacation

Rose of Sharon is currently seeking a part-time Site Coordinator (25 hours per week, 44 weeks per year) to support the All Babies Count prenatal nutrition program. * Please note due to Covid-19, the program model includes virtual online workshops and home deliveries (using strict safety protocols).

DUTIES AND RESPONSIBILITIES

- Participate in the planning, implementation, evaluation, and smooth delivery of the Canada Prenatal Nutrition Program (CPNP)
- Maintain a multidisciplinary service model that supports the Public Health Agency of Canada framework and addresses the specific needs of the communities served
- Coordination, registration, and orientation of program participants
- Ensure accurate completion of program documentation and data entry using Penelope software
- Create a welcoming environment for participants and their children during the program
- Provide information, referrals, and support to expectant and new mothers
- Arrange, organize, and encourage participation in workshops, food preparation, and healthy living activities for expectant mothers
- Organize transportation for eligible clients
- Assist in supervision of program staff and volunteers
- Collaborate with community partners to ensure smooth operation of the program
- Positively and professionally represent the organization, in accordance with the policies, procedures and service philosophy of the organization.
- Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Diploma/Degree in Social Work, Social Services, Nutrition, or another related field
- Minimum 2 years related work experience is required
- Knowledge of anti-oppressive, trauma-informed, strength-based practice
- Proven ability to work effectively with a multidisciplinary team
- Proven ability to manage simultaneous tasks and set priorities
- Demonstrated ability to work independently as well as part of a team
- Demonstrated ability in group facilitation, and conflict resolution

- Experience working with families and/or youth in the not for profit sector preferred
- Previous experience in supervision
- Clear understanding of professional boundaries
- Excellent oral and written communication skills and interpersonal skills
- Enthusiastic, warm, and friendly personality, with a demonstrated client-centered orientation
- Proficient with Microsoft office
- Food Handlers certificate required
- Current Vulnerable Sector Screening and recent TB test
- First Aid and CPR certificate is an asset
- Access to a reliable vehicle for travel across York Region
- This position requires the successful candidate to have a valid driver's license. The successful candidate would have to provide proof of a valid driver's license upon being hired
- Proficiency in Microsoft Office, Excel, Outlook and data entry

PERSONAL SUITABILITY

- Flexible and cooperative approach to working with others
- Non-judgmental, positive, and caring attitude with sensitivity to the impact of the social, economic, environmental, and cultural issues of our participants
- Respectful of Rose of Sharon's mission, vision, and values

WORKING CONDITIONS

- During the COVID-19 pandemic, the job requires the incumbent with work on-site and follow all health and safety protocols.
- Some availability on evenings and on weekends
- Some travel within York Region will be required to satellite offices, meetings, conferences, and seminars

PHYSICAL REQUIREMENT

- The incumbent will spend long hours standing, lifting, caring for children ages 0-6
- The incumbent may also have to do some light lifting of supplies and materials from time to time

APPLICATION DEADLINE: September 30th, 2022

Please forward resumes and cover letters to: Michela Pirruccio; ABC Regional Coordinator mpirruccio@roseofsharon.com

We thank all applicants for their interest. We will contact only those selected for an interview. For more information about Rose of Sharon, please visit our website at **www.roseofsharon.com**.

Applicants are encouraged to provide a valid email address for communication purposes. **No telephone or in-person inquiries please.** Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

Only those applicants who are selected for an interview will be contacted. Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: mpirruccio@roseofsharon.com and identify the job title in the subject line.