



PLEASE POST IMMEDIATELY

Program Coordinator, Early Literacy Specialist

Rose of Sharon Services for Young Mothers (RoS) is a charitable organization providing free support and educational services to prenatal and parenting young women under the age of 29 across York Region. Since 1985, we have given young mothers the opportunity to work towards their goals in a supportive, learning-centered environment while parenting their young children. With the generous support of our community, we can enhance the lives of young women and their families.

Ujima Project at Massey Centre is an initiative of the Ontario Association of Young Parents Agencies (“OAYPA”) that is comprised of over twenty agencies throughout Ontario that provide programs and services to vulnerable adolescent parents and their children. This initiative will plan and implement 9 Early Childhood Development Hubs throughout Ontario; including Rose of Sharon Services for Young Mothers. The Centre serves as Project Trustee and delivers the Project on behalf of the OAYPA. The Program Coordinator, Early Literacy Specialist will support the implementation of the Ujima Project at Rose of Sharon.

SALARY:

This is a full-time contract position, 37.5 hours per week until December 31, 2024. This is a daytime position with some evenings and weekends. The position reports to the Program Manager. The annual salary is \$58,683 prorated.

DUTIES AND RESPONSIBILITIES:

The Program Coordinator, Early Literacy Specialist supports early literacy and numeracy programming for young parents and their children 0-6 years old at all campuses of the Centre. The Program Coordinator will provide individual or group interventions, workshops or consultations to young parents, caregivers and internal programs. The Program Coordinator identifies literacy, communications, social and emotional child development issues through early and routine developmental screening with Ages and Stages Questionnaires (ASQ) and proactive Early Literacy supports. The Program Coordinator develops individualized plan for children with identified issues, provides strategies for young parents at home, facilitates early literacy programming, makes referrals for speech and language services, healthcare providers and other developmental early intervention supports, and works closely with Early Abilities partners. The Program Coordinator will work with the service partners to facilitate the Plan of Care and to determine their understanding of infant, and early childhood and adolescent mental health integrating the importance of a non-judgmental, youth-focused, trauma-informed approach and work with healthcare leaders to determine gaps in the model of care.

The primary duties required for this position include, but are not limited to:

Program Implementation:

- Conduct ASQ-3 assessment and provide regular screening of development progress in the domain of emotional, communications, gross motor, fine motor, problem solving and personal-social skills.

- Conduct ASQ:SE-2 assessment to identify communications issues and concerns for social-emotional development.
- Create individualized plans for children with identified issues and provide strategies for parents to do at home, facilitate early literacy programming and make referrals for speech and language services and other developmental early intervention supports and healthcare providers as needed.
- Work with specialty experts to develop curriculum and provide education and in-service training to speech and language referral agencies about how speech and language pathology fits into infant and early childhood mental health.
- Work with specialty experts to develop curriculum and deliver workshops pertaining to literacy topics for young parents and practitioners.
- Create kits for parents to borrow to assist them in fostering readiness to learn skills for their children
- Collaborate with libraries, museums, and other recreation/cultural programs, parenting programs, EarlyONs and associated Public Health Unit Programs (Healthy Babies Healthy Children and Nurse Family Partnership) and other literacy programs.
- Initiate regular community forums that bring together early literacy practitioners in all sectors to coordinate literacy efforts and ensure that parents and other childcare providers participate in, and benefit from early literacy activities in their community.
- Establish appropriate client links with their local: libraries, Early Abilities, Public Health Unit Programs (Healthy Babies Healthy Children and Nurse-Family Partnership) Child Care Centres, Mother Goose and other early literacy programs, bookstores, and parent groups, healthcare providers, and early intervention and mental health services in collaboration with the SickKids Young Families Program consultants as needed.

Staff Team Maintenance:

- Maintain a positive, professional working relationship with all Centre personnel.
- Provide constructive feedback to staff team as appropriate and be open to accepting constructive feedback from members of the team, peers and Supervisor.
- Communicate pertinent information to other team members as necessary.
- Work collaboratively with all members of the interdisciplinary and multidisciplinary teams to promote an effective and coordinated approach to client service.
- Participate in regular staff meetings, case conferences, staff training and development.

Administration:

- Track progress against program plans and funder/Centre specific targets, deliverables, and activities and contribute towards reports to funders, team and Supervisor.
- Proactively identifies any areas where there is a risk of not meeting plans, target or other deliverables as per the funder or Centre deadlines or targets.
- Work with the project team to ensure all relevant forms and documents are completed in accordance with funder or Centre requirements.
- Support the development of program evaluation surveys.
- Compile and submit accurate reports (client records, outcomes, etc.) as required.

Centre-wide Activities:

- Participate in the planning and implementation of Centre-wide activities for the Centre.

Health and Safety:

- Actively participate in the identification of workplace hazards with the aim of continuously improving the health and safety of the work environment
- Ensure familiarity with the Massey Centre health and safety program.
- Other duties as assigned

QUALIFICATIONS AND SKILLS:

- A degree in early childhood education, child development, library sciences health promotion or an acceptable level of education, skills and experience
- Registration with the College of Early Childhood Educators in good standing will be an asset.
- Minimum 3 years' experience in child and family services
- Demonstrated knowledge of child development and parenting and/or early literacy
- Demonstrated program planning, coordination and evaluation skills.
- Ability to set goals and get results within a pre-determined timeline.
- Ability to multi-task and work independently and flexibility in accepting work assignments.
- Effective time management, decision-making and organizational skills
- A good team member and supportive of interdisciplinary practice
- Demonstrated knowledge of Microsoft Office Suite
- Excellent interpersonal and communication skills. Ability to work effectively with colleagues and clients
- The Centre is building its bilingual (French/English) capacity and excellent French Language proficiency is a significant asset.
- Current Standard First Aid/CPR certificate

PHYSICAL REQUIREMENTS:

- The incumbent will have to spend long hours sitting and using office equipment and computers. The incumbent may also have to do some light lifting of supplies and materials from time to time.

CLOSING DATE: Friday, June 2, 2023

TO APPLY:

Please send resume and cover letter to: jkasiri@roseofsharon.com

Only those applicants who are selected for an interview will be contacted. **No telephone or in-person inquiries please.** 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: jkasiri@roseofsharon.com and identify the job title in the subject line.