

Community Links



Job Title: Parent Coach – Level 4

Job Type: Part Time (.6)

Job description

Community Links is a non-profit registered charity which serves residents of all ages in the North Rocky View Region including Airdrie, Beiseker, Crossfield, Irricana, Balzac, Kathryn and the surrounding areas in the County of North Rocky View. The main office is in Airdrie, Alberta.

Our mission to inspire hope, support healthy development, strengthen wellbeing and resiliency by connecting individuals and families to services, supports, and resources in the communities we serve.

Community Links is looking for a Parent Coach who will be primarily responsible for the effective delivery of family support and parent education that contributes to the achievement of Community Links' values, mission, and goals as they pertain to Family Resource Services. Specific accountabilities include providing parent consultations – one on one with parents, and facilitating groups, workshops and presentations.

We are looking for a self-motivated individual with; effective interpersonal skills, a strong team player, ability to be adaptable and flexible, positive attitude, non-judgmental and solution focussed, excellent listener, open, and can support change management processes with trust and respect.

Key Responsibilities

Program Planning and Management

- Provide all aspects of service delivery for assigned Consultations, Parent Education Programs and presentations including the promoting, planning, preparation, implementation, and evaluation (continuous quality improvement process including surveys, program audits, etc.) throughout North Rocky View. This may include Early Childhood Development Programs as well as programs for school-age (7 – teen years).
- Take a leadership role for programs that serve vulnerable families and community members with the FRS mandate. These programs may include, and are not limited to, Baby and Beyond, and Post-Partum Support Group.
- May be assigned to or provide coverage for ECD programs and workshops.
- Help to ensure that programs include industry best practices, all elements of core services, child/youth development, positive parenting and behaviour guidance strategies, self-care, and effective family functioning.
- Strategies and program designs will reflect theories and philosophies that are evidence-based, strength-based, client centered, trauma informed, and culturally/gender appropriate.
- Take a leadership role in program planning and prep for assigned programs and workshops.
- Assist in developing new programs.
- Level 4 Parent Consultations.
- Program Administrative requirements may include, and are not limited to, booking guest speakers, ensure rooms are booked, reminder calls, booking childcare, etc.
- Ensure that all programs focus on the needs of the community member, both adult and child. This includes referring families to other services and programs when appropriate, collaborate with other professionals and advocate to other services on behalf of the community member.
- Implement clear, thorough, and timely communication at all levels using appropriate, effective tools and techniques.

- Ensure confidentiality of community member accessing programs and services in accordance with FOIP and agency policies and procedures.
- Maintain and submit clear and concise statistical information and other required documentation that meet outcome measures in a timely manner.
- Ensure files, media releases and program photographs (for use in promotional materials) are secured at all times and information acquired during the completion of duties is kept in the strictest of confidence.

Education, Skill Set, Knowledge, and Abilities

- Minimum diploma or degree in Human Services and 2 years of relevant experience or at least 5 years relevant experience.
- Extensive knowledge of child/youth development, parenting strategies and positive behaviour guidance strategies.
- Knowledge and interest in supporting families.
- Capable of moving/lifting equipment/resources.
- Excellent communication skills, electronic, written, and oral.
- Ability to create a positive impression in a professional and respectful manner.
- Enjoys interaction with people and is non-judgmental.
- Able to work effectively with families/participants from a more vulnerable demographic.
- Ability to work flexible hours (including days, evenings, and some weekends).
- Experience working in an inclusive, culturally diverse, and multi-disciplinary team setting an asset.
- Competent in or willing to gain knowledge of resources, community, and social issues (within North Rocky View and Area).
- Experience in Adult Education and group facilitation techniques and strategies.
- Training and/or experience in special needs is an asset.
- Be willing to accept a variety of job-related tasks.
- Positive attitude with commitment to providing quality service is essential.
- Strong interpersonal skills.
- Use effective stress management skills.
- Strong organizational and multi-tasking skills, including prioritizing and setting goals.
- Self-motivated and able to work independently.
- Ability to work well with others.
- Proactive, punctual and reliable.
- Must have or be able to obtain a minimum of Triple P Level 4.
- Must have or be able to obtain a Criminal Record check (Vulnerable Sector).
- Must have or be able to obtain a CS Child and Youth Intervention check.
- Standard First Aid, Level C, CPR/AED and ASIST (Applied Suicide Intervention Skills Training).
- Driving to rural locations, in all weather and road conditions. Current driver's license with adequately insured reliable transportation required.
- Required to stand or sit for extended periods of time during performance of duties.
- May involve working with children and families considered to be very high risk including those with criminal tendencies, potential violence and aggression, mental health issues (such as depression and suicidal tendencies), physical/sexual/emotional abuse and/or neglect, and substance abuse.

Community Links is committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply.

Please submit your resume with cover letter via email: Olga@nrvc.ab.ca

(Note: Only those applicants selected for an interview will be contacted.)