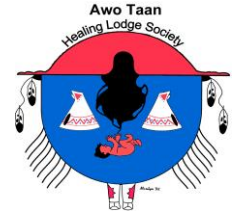


## EMPLOYMENT OPPORTUNITY

### Parent Link Centre Coordinator

Awo Taan Healing Lodge Society “Nurturing Families Living in Peace”



The Parent Link Centre Coordinator will provide leadership, strategic direction, and day to day management of the Parent Link Centre and its programs. The Parent Link Centre provides support and services for children between the ages 0 – 6 years and their families in the following areas: early childhood development, parent education, developmental screening, family support, and information and referrals. The Parent Link Centre Coordinator will use a wholistic approach to encourage wellness that encompasses the physical, emotional, spiritual, intellectual and social/recreational needs of children and their families.

#### **DUTIES AND RESPONSIBILITIES**

- Ensure cost-effective, high-quality, and efficient program development & delivery are in accordance with the values and mission statement of the Society;
- Provide Aboriginal cultural guidance, support & direction including facilitating culturally enriched programs and services;
- Provide supportive counseling & guidance to children and their families;
- Lead, train, supervise, monitor, support, manage, coach, & evaluate staff;
- Provide direct services to children and their families including early childhood development, parent education, family support, information, and referrals;
- Participate in budget preparations;
- Submit reports & statistics.

#### **SKILLS AND QUALIFICATIONS**

- Degree in Early Childhood Development or related field with a minimum of five years experience;
- Proven supervisory skills;
- Knowledge & skills in working with children and families affected by all forms of violence and family stress;
- Understanding & knowledge of Aboriginal culture and traditions; the ability to speak an Aboriginal language would be an asset;
- Knowledge of community resources & programs available to support families;
- Strong communication, counseling & advocacy skills;
- Strong organizational skills & initiative;
- Strong leadership & proven track record with program development & implementation;
- Ability to work independently & as part of a team;
- Competent computer skills & accurate program record maintenance;
- Knowledge & adherence to Social Work Code of Ethics, the Child & Family Enhancement Act; Person's In Care Act, and F.O.I.P.
- Current CPR & First Aid training would be an asset;
- Must provide proof of a current Police Check & Child Welfare Intervention Services Check;

Closing date: October 1, 2014 at 4:00pm

Please forward cover letter and resume to:

Selection Committee  
Awo Taan Healing Lodge Society  
PO Box 6084, Station A  
Calgary, AB T2H 2L3  
Fax: 403-531-1977  
Email: [awotaan@awotaan.org](mailto:awotaan@awotaan.org)

*Thank you for applying. Only those short listed will be contacted. No phone calls or emails please.*