

Family Centre Society of Southern Alberta Program Assistant



Family Centre invites applications for a temporary, full time position (35 hours per week) to fill the role of Program Assistant. This position will be from February – July 2022 with possibility of extension depending on funding.

Family Centre is a community-based, not-for-profit organization that provides families in Lethbridge and Southwestern Alberta with caring and respectful family support. This is done through a comprehensive range of prevention and early intervention services for children, youth, adults, parents and other family members. Family Centre is recognized as a Government of Alberta Family Resource Network Hub. Its services include information and referrals, early childhood education, parent education, family support programs and subsidized counselling.

This position will assist in various aspects of Family Centre programs and services. The successful applicant will be respectful, open-minded, non-judgmental, and compassionate. You will be involved in assisting with parent and child interactive play programs, curriculum based parent education and/or family support programs, supporting the All My Relations program, and information and referrals as appropriate. Must be available evenings and some Saturdays.

Qualifications:

- a certificate or diploma in Human Services (Early Childhood, Child & Youth Care etc.) or equivalencies
- Working knowledge of child development, parenting and family systems.
- Experience supporting Indigenous families and knowledge of Blackfoot culture
- First Aid Certificate
- Police Information Check including the vulnerable sector (within 6 months)
- Child and Family Services Intervention Record Check (within 6 months)
- Class 5 driver's license and reliable vehicle.

The salary range for this position is between \$17.56 and \$20.25 dependent upon education and experience.

To apply, please forward a cover letter and resume in electronic format via email to:

Karen Larsen, Operations Manager

karen.larsen@famcentre.ca

Applications will be accepted until January 24, 2022

Please visit www.famcentre.ca for more information about Family Centre

We thank all applicants, but only those selected for interviews will be contacted.