



## **School District No. 46 (Sunshine Coast)**

JOB DESCRIPTION #CL-10

### **STRONG START PROGRAM WORKER**

Location: District

#### **SUMMARY:**

Under the direction and instructional supervision of the Special Education teacher and the supervision and evaluation of the Administrator of Student Support Services, assists in the delivery of the Strong Start Family Centre program. The focus of the program is to engage parents and/or caregivers and their children in activities that concentrate on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. Knowledge of Early Childhood Education is essential to this position.

#### **DUTIES:**

- Assists in the implementation of the Strong Start program.
- Prepares a variety of participant-oriented activities and ensure that the activities available for the children reflect the stages of child development and encourage creativity and language development.
- Creates and posts daily schedules for the program.
- Establishes positive working relationships with the community and partners, and positive connections with other service providers in the community.
- Establishes connections with teachers, support staff workers and administrative officers in the district's schools to facilitate a smooth transition for families into the formal school system.
- Uses verbal and written communication to interact with parents and/or caregivers and school personnel.
- Provides current information on early learning opportunities in the community.
- Is culturally sensitive, creative and resourceful to address the individual needs of the program participants.
- Participates in meetings and training sessions as necessary.
- Maintains the arts and crafts, equipment, materials, and nutrition supplies.
- Maintains daily statistics about client contact.
- Records monthly and quarterly statistics in required report forms for the District and the Ministry.
- Understands and works within District and Ministries policies and procedures.
- Performs all duties with a level of interpersonal skills appropriate to the position.

- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other related duties as assigned.

**QUALIFICATIONS:**

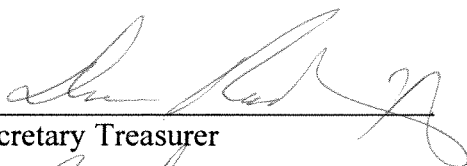
- Early Childhood Education Certificate
- A Community Care Facilities Branch B.C. License to Practice.
- A minimum of 5 years recent experience in a related field (e.g., Early Childhood, Social Work, Community Development), including experience working with children from birth to age 5 and their families in a facilitative role
- Valid Child Safe first aid certificate

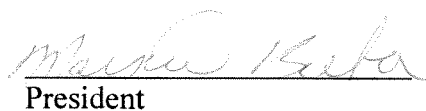
N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

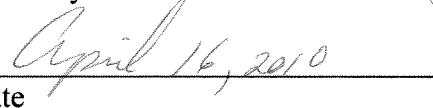
**APPROVED:**

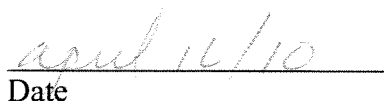
On behalf of:  
School District No. 46 (Sunshine Coast)

On behalf of:  
C.U.P.E. Local 801

  
Secretary Treasurer

  
President

  
Date

  
Date