

Children's Services Coordinator

PEI Family Violence Prevention Services Inc.

Location : Anderson House Emergency Women's Shelter, Charlottetown

Job Type: Unionized, temporary full-time. Contract begins February 4th, 2019 - December 13th, 2019.

Position Summary:

The primary role of the position is to carry out and oversee all aspects of services to children and youth within the shelter. Also to assist and execute the daily functions of the shelter in order to create and maintain a safe and supportive environment for women and children according to FVPS's mission, beliefs and policies. In addition, the position will work in the community to enhance the development of healthy relationships for youth. The position reports to the Operations Manager and/or the Executive Director.

Principle Responsibilities for Children's Services Coordinator:

- Provide support in the shelter, when required, as it relates to the children, mothers and youth
- Prepare and provide Healthy Relationships / Dating Violence programming
- Assist in providing and promoting Family Violence Prevention education/presentations in the community
- Facilitate meetings with students and teacher advisers as required
- Liaise with other youth oriented groups and services
- Promote the agency as a referral source
- Promote engagement with communities in family violence prevention activities and programs
- Assist in providing public presentations on the issues of violence prevention / healthy relationships for youth
- Promote and communicate with media regarding violence prevention activities and programs
- Participate in community workshops or committees related to the subject of youth violence prevention
- Oversee child and youth related student placement in the shelter

Youth Administration:

- Write reports as required
- Keep appropriate records of activities
- Meet and consult with Executive Director as required
- Collaboration on youth program sustainability

Other Responsibilities:

- Keep informed of youth violence prevention initiatives
- Participate in staff meetings, performance evaluations and staff training opportunities
- Maintain awareness of Organization's other services, programs and projects

Position Specification:**Education and Training:**

- Licensable as an Early Childhood Educator

Experience:

- Three years experience working with youth with a focus on education and social action
- Experience in presenting information to public groups
- Have experience with group work

Skills and Knowledge:

- Good verbal and written communication skills
- Good computer skills
- Have ability to work independently and as part of a team
- Be organized and adaptable
- Have non-judgmental attitudes and beliefs
- Have a commitment to personal growth and development
- Fund raising experience
- An interest in violence prevention with and for youth
- Have good time management skills and meets deadlines effectively

Environment:

This position works in an office environment with subject matter requiring a high degree of confidentiality. This position must be able to interact with groups in a variety of community settings which may require travel. This position must be able to interact with people from all economic, educational and cultural backgrounds. This position must be able to work flexible hours. This position will direct youth to appropriate resources for assistance with problems of violence in relationships.

Preference will be given to members of IUOE Local 942

Wage:

\$18.84 - \$20.00 per hour

Closing date: 4:00pm, Friday, January 4th, 2019

Start date: Monday, February 4th, 2019

To apply: Please send cover letter and resume to dara@fvps.ca