



## **EMPLOYMENT OPPORTUNITY**

### **Early Years Outreach Worker – Part-Time**

The Burnaby Neighbourhood House is a volunteer-driven, community-based social service agency that provides programs and services in response to identified community needs. The Early Years Outreach Worker, in co-operation with local inter-agencies in Burnaby, will find and support isolated families with children in the 0-12 year range in identified high need areas. They will provide families with community information and referrals, while also encouraging and facilitating their participation in existing community programs. A strong focus of this position will be on, but not limited to, supporting newcomer families. This part time position will be a combination remote and in office work with the focus on participants in the South Burnaby area.

#### **General Duties and Responsibilities:**

- Promote programs and services within Burnaby as well as within the Burnaby Neighbourhood House.
- Work within and promote the values and vision of the Burnaby Neighbourhood House.
- Work with and support families to access programs and services to meet basic needs. I.e. Social assistance, housing, food, parenting support etc.
- Work closely with schools, health department, multicultural organizations, MCFD, other existing community services to receive and act on referrals.
- Invite parents and their children to participate in community programs and events and to be available to meet and welcome them within the existing family resource programs.
- Work with Burnaby interagency members to maintain and update information of available community resources and services.
- Gather statistical information on contacts made and to prepare and submit progress reports on a regular basis.
- Identify and report on gaps in services in identified areas.

#### **Qualifications:**

- Degree or diploma in a social service related field or equivalent work experience.
- Strong English language skills, including written and verbal communication skills. Second language is an asset.
- Knowledge and experience with the five domains of Early Childhood Development.
- Knowledge of the Burnaby community and its services (an asset).
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Ability to problem-solve and manage change and uncertainty
- Ability to be flexible and adaptable in the workplace.
- Ability to work independently as well as work comfortably in a team centered environment.
- Intermediate computer literacy skills with Microsoft office and social media platforms.
- Driver's license and access to a vehicle is required.
- Current 1st Aid and CPR certification.

**Hours of Work & Rate of Pay:**

**Direct Report:** Program Director

**Hours of Work:** 15 hours per week – this position has very flexible hours, with the focus on some evenings and weekend hours

**Starting Wage:** \$22.66 per hour plus 4% vacation pay

**Closing date:** December 12th 2022

**Positions start:** As soon as possible

Please reply with resume and cover letter quoting the position you are applying for to:

Hiring Committee  
Burnaby Neighbourhood House  
Email: [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**We thank all who apply however, only those candidates to be interviewed will be contacted.  
No phone calls please.**