



## **Internal/ External Job Posting-Burnaby Family Life**

### **Support and Education Coordinator – Temporary 8 months**

#### **Job Summary:**

The Support and Education Coordinator facilitates, models, and promotes positive health practices individually and through groups. The right candidate will use education, support skills, and strategies with at-risk pregnant and postpartum women to increase positive birth outcomes and connect women within their community.

Burnaby Family Life is proud to offer an extensive benefits package...

- Matched retirement savings
- Extended health care
- Professional and career development opportunities
- Wellness and preventative health benefit packages
- Generous vacation and sick time

**Location:** 7433 Edmonds St, Burnaby, BC  
**Hours:** 7 hours per 3 days, for a total of 21 hours weekly (Mon. - Fri.)  
**Wage:** \$25.04- \$27.73 based on education and experience  
**Benefits:** Eligibility for group benefits after probation  
**Start Date:** Effective immediately  
**Reports to:** Chelsea Martin, Manager of Pre and Post Natal Services.

#### **Key Duties and Responsibilities:**

- Supports the objectives of the Pregnancy Outreach Program and uses the established program criteria and practice standards, and guidelines when assessing participants' needs and providing information and support.
- Determines and coordinates scheduling of topics and/or guest speakers for four groups weekly.
- Uses a collaborative team approach with program staff to provide education, support and information and group sessions with participants during established group schedules.
- Maintains an up-to-date record of program registration, including client master list and managing waitlists.
- Establishes positive rapport with participants using a non-judgmental approach and harm reduction model and relating to participants in a caring, positive, open, and culturally sensitive manner. Acts as an appropriate role model.
- Maintains up-to-date knowledge of community resources and liaises with relevant agencies, professionals, and the community to provide program related information to the participants and to bring in facilitators to the group.
- Facilitates regular group sessions in relation to maternal/child health and wellness.

- Maintains necessary client files, program, and continuous quality improvement reports, statistics, and records.
- Performs other related duties as required.

**Qualifications:**

- A degree in social work, counselling, adult education or other relevant human services field, or the equivalent combination of education and experience.
- 2 years' experience in and facilitating educational or similar groups to women dealing with parenting, violence, poverty, and various other multiple barriers.
- Experience working in the community social service sector with a demonstrated working knowledge of community-based programs and community support systems.
- Knowledge of healthy pre and postnatal care preferred.
- Knowledge of infant and child growth and development preferred.
- An understanding of cultural competency with an ability to be culturally sensitive, respectful, confidential, and caring when dealing with diverse values, beliefs, and lifestyles.
- Has a current driver's license and vehicle.

**Please forward your resume to:** Chelsea Martin

**Email:** pregnancyoutreachprogram@burnabyfamilylife.org

**Closing date:** until filled