

Early Years Support Worker
18 hours per week, Monday, Thursday, Friday
44 weeks/year (September 1 - June 30)

Job Summary

The Early Years Support Worker provides support to the delivery of quality programming within Better Beginnings and the Family Resource Programs (FRP). This position helps create a safe, welcoming, non-judgmental and family-centered environment that promotes healthy child development, positive parent-child attachment, early learning, family well-being and community connection.

Qualifications

Education, Training and Experience:

- Certificate in Early Childhood Education, plus Special Needs or Infant/Toddler Certificate.
- One (1) year recent related experience.
- Valid BC Driver's License and reliable vehicle with appropriate insurance.
- This position may include lifting up to 30 lbs.

Job Skills and Abilities:

- Commitment and ability to work with vulnerable people through a supportive, non-judgmental and strengths-based approach.
- An understanding of the family-centered capacity-building approach and goals of family resource programs.
- Promotes self-efficacy through healthy parent-child attachment, self-regulation and healthy child and adult development in the five domains of health: cognitive, physical, social, emotional and mental growth.
- Must have the ability to build positive relationships with parents facing diverse barriers to learning and well-being, including ESL and Aboriginal families so that adults are secure in their role as parents and families form stable interpersonal support networks.
- Knowledge of health issues related to pregnancy, birth, breastfeeding, infant development and early family development is an asset.
- Strong communication, organization, time management and teamwork skills.
- Computer skills, including Microsoft Office programs.

Key Duties and Responsibilities

Better Beginnings Program

1. Support the delivery of Better Beginnings programming and activities that promote healthy pregnancies, positive parenting and optimal early child and family development.
2. Develop supportive relationships with parents and caregivers and contribute to a safe, welcoming, non-judgmental and nurturing program environment.
3. Assist with program preparation, nutrition supports, supplies, food distribution, vouchers and related participant supports as directed.
4. Support and work alongside Better Beginnings volunteers, including support for food preparation and childminding activities as required.
5. Liaise with community service providers as directed to support referrals and a continuum of support for pregnant parents and families raising young children.
6. Address participant concerns, incidents and emergencies in consultation with the Early Years Coordinator or designate.

Family Resource Program

7. Assist with the delivery of Family Resource Program activities in the five core areas of service: family support, parent education and learning, early literacy and learning, play-based learning, and information and referrals.
8. Support play-based learning experiences and parent-child interaction opportunities that encourage healthy attachment, early childhood development and family engagement.
9. Help maintain a calm, safe, inclusive and nurturing environment for children and families, including indoor/outdoor and active/quiet activities.
10. Welcome and orient new participants to the program and promote engagement with first-time and regular participants.
11. Communicate with families about children's growth and development and support referrals or additional services when appropriate.
12. Assist with program setup, cleanup, activity preparation, safety checks, equipment use and maintaining a healthy and safe environment.

General Responsibilities

13. Maintain related records, statistics and reports as required.
14. Work closely with volunteers, practicum students and other Early Years staff as required.
15. Complete all mandatory learning requirements.
16. Pick up and deliver groceries and donations to programs.

17. Manage time, meet deadlines and prioritize tasks effectively.
18. Perform other relevant duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, ECE – grid 10 - \$27.53 (Under Review) per hour.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Early Years Coordinator.
- This position is under the Early Years department.

To apply for this position, please go to our website at: <https://www.comserv.bc.ca/careers/>

**Please mention the name of the job position you are applying for in your cover letter.
NO phone calls. Only short-listed applicants will be contacted.**

Internal staff apply through the WFN Career Centre.

Closing Date: September 24, 2026