

# Family Resource Program Practitioner

Monday to Friday – 31.5 Hours/Week

## Job Summary:

The Family Resource Program Practitioner (FRP) – ECE plans, organizes, implements and evaluates the early childhood programming component of the drop-in to foster and empower families to be successful in the five core areas of FRP service: family support, parent education and learning, early literacy and learning, play-based learning, information and referrals.

## Qualifications:

### *Education, Training and Experience:*

- Certificate in Early Childhood Education, plus Special Needs or Infant/Toddler Certificate.
- Family Resource Program Certificate or a Certificate in a related Human/Social Service field or life skills.
- One (1) year recent related experience.

### *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.

## Key Duties and Responsibilities:

1. Plans, maintains and delivers a healthy Family Resource Program in the five core areas of service following FRP Valued Practices, FRP and community development principles and FRP Standards of Practices, including the health and safety of the facilities and equipment, in cooperation with the FRP Practitioner.
2. Promotes Early Childhood Development by planning, implementing and evaluating appropriate curriculum that encourages healthy parent-child attachment. Maintain and build an intentional, collaborative, family-centered and capacity-building model that supports families to address their needs.

3. Fosters a calm and nurturing environment designed to encourage cooperative, independent and social play to develop healthy self-regulation through a daily schedule that includes indoor / outdoor, active/quiet, individual/group activities and cultural diversity in cooperation with the FRP Practitioner. Requests input from and participation of parents in the development of program.
4. Communicates with families about children's growth and development. Recommends referrals or additional services for children and their families.
5. Provides program tours to new participants and orients them to the parent-participation model of parent-child interaction drop-in programming and community development empowerment approaches. Promotes engagement and builds relationships with first-time and regular FRP participants.
6. Liaises with community service providers and professionals to coordinate service provision, facilitates referrals to program and represents the agency at external events.
7. Ensures a healthy and safe environment in which the children can interact. Identifies and removes potential hazards. Create a culture of helpfulness and capacity-building, including ways for children to participate.
8. Provides guidance and direction to Early Childhood Educator Assistants and volunteers as required.
9. Monitors program expenditures and maintains financial records in accordance with established procedures. Provides input to the Supervisor in the preparation of the program budget.
10. Makes recommendations to the Early Years Coordinator regarding program development, policy and procedure formulation and program evaluation.
11. Works collaboratively using reflective practice as a part of the Early Years team and as part of CCS.
12. Promotes the service in the community and does public relations work relative to job responsibilities.
13. Maintains related records and statistics and produces reports as required.
14. Maintain professional growth and stay current on related trends.
15. Manage time, meet deadlines and prioritize task effectively.
16. Complete all mandatory learning requirements.
17. Performs other relevant duties as required.

### **General:**

- Wage rate as per BCGEU Collective Agreement, Early Childhood Educator - Grid 10 - \$25.95 per hour plus health and dental benefits.
- 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/>  
Internal Staff apply through your ADP Work Force Now Career Centre.**

**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.**

**Closing Date: June 9, 2026**