



CITY VIEW CENTRE FOR CHILD AND FAMILY SERVICES  
INTERNAL & EXTERNAL JOB POSTING

POSITION INFORMATION	
POSTING DATE	October 1 <sup>st</sup> , 2025
CLASSIFICATION	EarlyON Family Resource Worker
DURATION	Permanent Part-time (Unionized Position)
DEPARTMENT	EarlyON centre
QUALIFICATIONS	Must be a RECE
SKILLS, ABILITY AND EXPERIENCE	<ul style="list-style-type: none"><li>• Oral and written fluency in English is required.</li><li>• High level of professionalism and tact</li><li>• Able to work under pressure</li><li>• Flexible</li><li>• Must be able to work independently</li><li>• Up-to-date vaccinations</li><li>• Valid Work permit (If applicable)</li><li>• Experience working with young children and parents/caregivers in a group environment</li><li>• Positive attitude</li><li>• Must be able to have difficult conversations with families</li><li>• Willingness to learn and work in a team setting</li><li>• Computer literacy skills are required</li><li>• Must have a car and a valid driver's license</li><li>• Capacity to advocate for children and their families and work with a variety of family dynamics</li><li>• Acting as a role model for co-workers and students by promoting positive relationships in the work environment and setting professional goals and objectives for the program</li><li>• Supervision of volunteers and students</li><li>• Availability to work flexible hours, including evenings and weekends</li><li>• Able to travel to off-site locations to deliver programs</li><li>• Deliver core services as required by the Ministry of Education</li><li>• Supporting the needs of parents/caregivers and children 0-6 years in the communities of Nepean through drop-in playgroups, workshops and information and referrals</li><li>• Experience with and sensitivity to all cultures and socio-economic groups</li><li>• Replace staff when needed in the Nursery School Program</li><li>• Registered with the college ECE with good standing</li><li>• Certification in Standard First Aid and CPR – Level C</li><li>• Valid Police Records Check for Service with the Vulnerable Sector completed in the last 6 months</li></ul>



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HOURS	17.5 hours/week
WORK WEEK	5 days per week, 3.5 hours per day Monday to Saturday and Tuesday evening on a rotation basis mostly 8:30 am – 12:00 pm, the evening shift 4:00 pm – 7:30 pm
RATE OF PAY	\$43,848.54 - \$49,972.00 /Annually
START DATE	October 27 <sup>th</sup> 2025
APPLICATION INSTRUCTIONS:	
<p>City View Centre promotes and values the inclusion of all individuals, including members of the LGBTQ2+ community, visible minorities, and persons with disabilities. We welcome all qualified applicants to apply for this opportunity. We recognize that diversity is crucial in achieving workplace success, and we strive to cultivate a culture of inclusivity that encourages diverse individuals and ideas.</p> <p>To see the full job description, email the address below.</p> <p>Applications must be received by 4:30 p.m. on Wednesday, October 8, 2025, to be eligible for consideration.</p>	
SEND TO	Favour Omuvwie – Human Resources Manager f.omuvwie@cityviewcentre.ca