



Parent LINK Coordinator

Parent LINK Coordinator – FULL TIME POSITION AVAILABLE IMMEDIATELY

Be part of a team responsible for the development and implementation of Parent LINK services. Families with children aged 0-12 benefit through four core service areas: early childhood development and care, parent education, family support and information and referral. Programs occur within Brooks and throughout the County of Newell. Responsibilities will consist of planning, coordinating and facilitating Kids Club activities and providing support and education to parents

Skill requirements include: excellent interpersonal and communication skills (oral and written), organizing, problem solving and coordinating skills, knowledge of resources available for children and families, diplomacy, the ability to work independently and as a team member and computer proficiency. Occasional pre-scheduled evening and weekend hours are required.

Minimum qualifications include a diploma/degree in Human Services related field and/or related experience and competency working with children and families. Experience with distinct cultures is a definite asset.

A valid driver's license, insured vehicle, and First Aid Certification are required. Prior to final hiring, Police Record* and CYIM checks, along with a driver's abstract, must be provided.

*Due to recent changes in the Criminal Record Check process, persons selected for interviews must provide a Criminal Record Check at time of interview.

For more information on SPEC's parentLINKcentre check out our web-site at www.spec.ab.ca

Please indicate on your application, for which position you are applying and submit resume with three (3) references to:

Desirae Seitz, ParentLINK Program Manager
The SPEC Association for Children and Families
101, 327 – 3rd Street West Brooks, Alberta T1R 0E7
Fax: 403-362-5090 Email: desirae.seitz@spec.ab.ca

parentLINKcentre

Thank-you for your interest, only individuals selected will be contacted.