



## **CAREER OPPORTUNITY**

### **About Lethbridge Family Services**

In operation since 1910, Lethbridge Family Services (LFS) is the fifteenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging needs of individuals and families.

We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide a competitive remuneration package, including a comprehensive benefit plan, generous vacation and personal time, employee and family pricing program for cellular service, and a discounted fitness membership. We support your career through opportunities to learn and grow, including paid professional development opportunities and on-the-job coaching and support. Our “family” culture supports many opportunities to participate in events including social club activities, annual holiday parties, and recognition events. Check out our website at [www.lfsfamily.ca](http://www.lfsfamily.ca).

**Position:** Child Care for Newcomer Children Coordinator

**Department:** IMMIGRANT SERVICES

**Hours:** Monday – Friday 20 hours per week

#### **Position Overview:**

This part-time hourly position is the lead for providing the Care for Newcomer Children (CNC) programming and assumes responsibility for the operation of CNC sessions. The CNC Coordinator will manage client files and collaborate closely with the settlement team and Youth Settlement Services Program. The coordinator will provide and offer onsite childcare services for newcomer children while their parents/guardians attend orientations.

#### **Key Responsibilities:**

Responsibilities include:

- Manage the registration and supervision of children in the Care for Newcomer Children Program.
- Plan appropriate activities for children in accordance with the program philosophy.
- Create and implement programming for newcomer children.
- Ensure sufficient, appropriate materials and equipment for the operation of sessions.
- Work with program managers and other staff to identify childcare needs.
- Maintain records, including registration forms, attendance forms, child information forms, and session management forms.
- Report all required information according to program procedures.
- Inspect CNC space for safety issues and complete space safety checklists regularly.



**Qualifications:**

- At least a two-year diploma in a child development program or a related field from a recognized academic institution.
- Minimum requirement is Level 1 Early Childhood Educator.
- Two or more years of experience working in the child care field.
- Professional Certification – where applicable, candidate must be in good standing with relevant professional recognition bodies.
- Current first aid and CPR certification.
- Cross cultural awareness and sensitivity, experience working with newcomer youth is highly desirable.
- Second or multiple language capabilities are considered an asset.
- The successful candidate will be required to provide a Police Information Check

**Start date:** ASAP

**Application deadline:** September 27, 2022

**Please submit, in confidence, a resume and cover letter referencing job posting IS133.**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Mailing Address:** Human Resources, Lethbridge Family Services  
100 – 1410 Mayor Magrath Dr. South  
Lethbridge AB T1K 2R3

**Fax:** (587) 425-5209

**Web:** [lfsfamily.ca](http://lfsfamily.ca)

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***

