



## JOB DESCRIPTION

Position: ROCK Hub (Early Years)

Accepts Students: Winter (Jan), Fall (Sept), Summer(May)

Location: Burlington, Ontario

Reporting To: Manager of Early Years

Reporting to the Manager of Early Years, the ROCKHub Early Years Student will work collaboratively with Early Years Services, EarlyON, Our Community Cares and ROCK Targeted Prevention services in the ROCKHub community spaces. Students will research community engagement opportunities and participate in workshops and groups that provide early years prevention and intervention supports for parents/caregivers with children birth to twelve years.

### Key Responsibilities

- Support with implementation of prevention resources required to build parenting capacity and empower parent/caregivers as advocates for their children in a group-based setting.
- Research and promotion of early intervention, universal programs and groups that are offered for parent/caregivers and their children.
- Co-facilitate group-based workshops and webinars with ROCKHub teams that are welcoming and focus on infant and children's mental health and well-being, healthy child development and targeted prevention.
- Help to ensure and maintain a welcoming, inclusive, and safe environment at all ROCKHubs.
- Assist in providing opportunities for parent/caregivers in the community to develop and maintain social relationships and community linkages.
- Promote groups and programs that are sensitive to the culture, linguistic and diversity of the community.
- Support in the planning and implementation of community engagement opportunities for special events promoting ROCKHub programs and services for the community.
- Contribute with research and promotion of the ROCK Family Engagement Advisory Council.
- Operationalize client safety through and adhering to established policies and guidelines that ensure consistency in the delivery of quality and safe care and by identifying and reporting any client safety incidents.
- Abide by the specific requirements of Section 28 of the Occupational Health and Safety Act as well as any further health and safety responsibility as outlined in the agency policy and procedure documents.
- Other duties as may be reasonably assigned

### Required Skills/Qualifications

- Ability to work independently and collaboratively as a team.
- Strong communication and interpersonal skills.
- Sound decision making and problem-solving skills.
- Ability to establish relationships with clients that demonstrates self awareness and appropriate professional boundaries.
- Proficient in the use of technology which includes delivering services and communicating and from virtual platforms, i.e., MS Teams and Zoom.
- Available to evenings, work flexible hours for client and group availability.

### Required Expectations

- Enrolled in continuing education with a focus on early years, community development, mental health, child and youth studies or equivalent.
- Respect deadlines outlined by Manager of Early Years and/or assigned supervisory staff for shift, program duties, placement, and/or school assignments.
- Repeat absenteeism and late arrivals can result in a review of your placement, and a potential loss of placement.
- Respect staff guidance, direction and communication.
- Maintain professionalism when working with clients and community partnerships.
- Complete mid-term and exiting evaluation as required.
- Access to reliable transportation.



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