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## Care Centre Coordinator – Beginnings Northumberland

**Starting Pay: \$23/hr**

**Hours Per Week: 20**

**Start Date: ASAP**

**Posting End Date – August 30, 2019**

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### Job Summary:

To serve under the direction of the Executive Director of Beginnings Family Services and in cooperation with the Advisory Committee of Beginnings Northumberland, to ensure that pregnancy counselling and parenting program services are provided in an efficient, caring, non judgmental manner, and in accordance with the policies and procedures outlined by Beginnings Family Services. The Coordinator's role is to provide leadership, to manage the day-to-day operations, to supervise and evaluate staff, and to promote services to the community. This role also includes providing direct client services including drop in counselling to clients.

### Reporting:

The Coordinator is under the supervision and reports to the Director of Education. The Coordinator must work collaboratively with the Advisory Committee.

### Major Duties and Responsibilities:

#### Oversight:

1. Direct all services related to pregnancy, parenting and family supports. Be responsive to client needs in the community and manage resources effectively.
2. Develop an annual event calendar to highlight major initiatives and programs scheduled.
3. Explore opportunities to expand programs and services in the community that promote and align with Beginnings Family Services approach and strategic plan.

#### Client Services:

1. Perform the function of primary intake for clients needing support and provide counselling support and/or explore programs and referral needs, etc.
2. Identify areas of concern and follow up with appropriate authorities as needed (Duty to Report).
3. Support clients (in groups and on an individual basis) through their pregnancy and parenting by using support counselling skills and knowledge of resources in establishing a relationship and plan of service with the client.

### Administration and Finance:

1. Develop the annual budget for submission to BFS head office in consultation with the Advisory Committee treasurer. Manage expenditures within approved budget, consult with BFS Director of Finance as required.
2. Attend Beginnings Advisory Committee meetings. Provide monthly written activity report and client statistics to the Advisory Committee and Beginnings Family Services head office.
3. Attend Advisory Committee, Care Centre Directors meetings, Annual General Meeting and appropriate local networks where time permits.
4. Manage staff and volunteers reflecting best practice and according to policies and procedures of Beginnings Family Services.
5. Manage day to day operations (i.e., purchasing of equipment, stocking of care closet, ensure office maintenance, etc.) NOTE – tenant lease and all long term contracts must be co-signed by head office.
6. Apply for grants. This includes researching grant opportunities, developing a list of grants, providing timelines for grant submission, applying for grants, and documenting outcomes.

### Fundraising and Other Duties:

1. Coordinate and supervise work performed by staff and/or volunteers.
2. Oversee counselling services, fundraising and financial development.
3. Support with organization and implementation of various fundraising events (i.e., Baby Bottle Campaign, Fundraisers, etc.)
4. Be responsible for recruitment, interviewing, orientation, on-site training, annual performance review of staff, volunteers, and/or students. Hiring and termination will be made in consultation/collaboration with Beginnings Advisory Committee and Beginnings Family Services Executive Director.
5. Identify and pursue sources of ongoing training and professional development for staff and volunteers in collaboration with Beginnings Director of Education.
6. Conduct assessment and regular review of programming to ensure effective and relevant services continue to be provided to clients – report on outcomes to Beginnings Advisory Committee.
7. Direct the provision of client services and programs of Beginnings Northumberland, ensuring that all work is efficiently delegated and completed in accordance with Beginnings Family Services policies and procedures.
8. Review all materials prior to distribution (i.e. brochures, newsletters, posters) to assure branding guidelines and alignment with BFS guidelines.

### Qualifications:

- Formal post secondary education, training qualifications and/or extensive experience working with families and at risk populations
- A diploma in social work, community social services; or child and youth care; or related education in mental health and/or sexual health; or an equivalent combination of education, training and experience

- Related work experience with an emphasis on mental health, social services, community engagement, pregnancy and parenting, working with marginalized families, etc.
- Counselling experience an asset
- Excellent communication, presentation and social media skills
- Capacity to take responsibility and initiative, set goals and meet targets
- Ability to work collaboratively
- Strong organizational skills and/ or project management experience
- Experience working in non-profit sector

***Please submit resume and cover letter specific to this position to  
info@beginnings.ca***

***We thank all applicants for their interest, however only those candidates chosen for  
interviews will be contacted.***

***www.beginnings.ca***