



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

### **Outreach Worker – Northeast Community Program (NECP)**

*Early Learning*

#### **Job Purpose**

The role of the Outreach Worker is to engage and support at-risk children through a community based afterschool program. The Outreach Worker will develop and implement skill-learning based activities to enhance the child's self-esteem, self-worth and self-concept. As part of a team, they will facilitate service coordination, facility management and community liaison.

#### **Duties and Responsibilities**

##### **Program/Community Development**

- Develop workshop units.
- Research new techniques, games and activities that can apply to the workshop and the participants interests.
- Develop relationships with key school personnel to discuss and plan registration process, workshop opportunities at their school and evaluation of students.
- Assist the Program Manager in planning, coordinating and implementing fundraising initiatives over the course of the program.
- Other duties may be assigned as needed.

##### **Program Delivery**

- Organize all HR support and program supplies needed prior to workshops.
- Responsible for the set-up, delivery and clean-up at workshop school.
- Purchase of any needed supplies and/or materials for workshops.
- Lead each workshop with planned activities in a safe and respectful manner to both the children and to the school.
- Keep accurate records and complete all required documentation in regards to snack, participation and evaluation.
- Other duties may be assigned as needed.

##### **Administrative**

- Maintain a tidy and organized supply room/area.
- Support the Children's Programs Manager in the development and implementation of the evaluation.

- Maintain accurate and current financial records which adhere to agency financial practices.
- To maintain confidential personnel records, including job descriptions, salary, work hours, sick leave, vacation, and other leave, and performance evaluations.
- To maintain accurate, confidential documentation of the participants in program.
- Supervise the child care support worker.
- Other duties may be assigned as needed.

## Qualifications

- Diploma or Degree Early Learning & Child Care, Child & Youth Care, Education, Human Services at a recognized post-secondary institution
- Child Development Worker
- Basic computer skills.
- Strong work ethic, responsible and dependable.
- Great communication skills.
- Experience working in the field.
- Knowledge of children from at-risk backgrounds.
- Knowledge of Aboriginal and Immigrant communities.
- Clear Security Clearance Check and Children and Youth Intervention Record Check.
- Current First Aid and CPR.

## Working Conditions

Employee will be required to work regular schedule hours on Monday to Fridays. On occasion, you may be required to work in the evening and/or on week-ends and it is expected that you modify your schedule accordingly.

Employee will be working both inside and outside in a variety of locations.

## Salary Scale

Starting at \$16.09+/hr

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.