



## Family Support Worker (Permanent, 30 hrs/week)

**Are you passionate about Early Childhood Development and ready to take your skills beyond the classroom?** Richmond Family Place Society offers a fulfilling opportunity to make a difference in the lives of families and children in a supportive, flexible, and dynamic environment.

Richmond Family Place Society is a Family Resource Program dedicated to empowering families and children aged 0-12 to reach their full potential, we achieve this through innovative prevention and support programs. Guided by the BC Early Learning Framework, our Family Support Workers use their knowledge of child development to facilitate meaningful play, build trusting relationships, and strengthen caregiver confidence. We are deeply grateful to operate on the traditional territories of the xuməθkʷə'jəem (Musqueam), Skwxwú7mesh (Squamish), and Selí'witulh (Tseil-waututh) and hən'qəmin'əǵ-speaking peoples.

### Position Details:

- **Status:** Permanent, Part-Time (30 hours/week) Monday - Thursday
- **Schedule:** 9:00am -4:30pm (until 5:00 PM every 4th Wednesday for staff meetings)
- **Salary:** \$22.45 - \$25.00/hour (commensurate with qualifications and experience)  
*Please Note: This position is **NOT** eligible for the provincial ECE wage enhancement.*

**Why Join Us?** This is an ideal role for someone with an Early Childhood Education background looking to apply their skills in a non-childcare setting. You'll have the opportunity to support families, foster child development, and help create meaningful connections in a community-focused organization. Plus, you'll enjoy a range of benefits that prioritize your well-being and work-life balance, including:

- **Flexibility:** Part-time schedule with no evening shifts.
- **Comprehensive Benefits:** 100% employer paid extended health benefits after three months.
- **Paid Time Off:**
  - 12 paid statutory holidays per year
  - Paid winter closure in December (non vacation days)
  - 12 paid sick days annually (5 days per year may be used for family responsibility)
  - 3 weeks vacation (pro rated in the first year of employment)
- **Professional Development:** Personal, paid, opportunities for growth and skill-building.
- **Wellness Support:** \$100 annual wellness spending account.



- **Team Environment:** Annual Team Building day, supportive colleagues, and an inclusive work culture that values diversity and collaboration.

**What You'll Do:** As a key member of our team, you'll contribute to Richmond Family Place's mission by:

- Supporting and delivering family resource programs, including literacy initiatives, outdoor play, and special events.
- Providing guidance to caregivers, modeling positive interactions, and fostering age-appropriate play with children.
- Applying your knowledge of child development to create engaging play experiences and support caregivers in nurturing their children's learning and development.
- Planning, facilitating and evaluating group-based programs, workshops and special events for families and young children.
- Offering assessment, referral, and one-on-one support to families as needed.
- Building and maintaining relationships with community partners and agencies.
- Keeping accurate statistics and reporting on family support programs.
- Assisting with fundraising activities and attending Richmond Family Place events.

**Who You Are:**

- You hold an **Early Childhood Education Certificate**
- You have experience working with families and children aged 0-12 and a solid understanding of child development.
- You have knowledge of and can apply the BC Early Learning Framework, including relationship-based, play-based, and responsive practice approaches.
- You excel at building trusting relationships and creating a welcoming, multicultural environment.
- You are organized, flexible, and calm under pressure, with excellent time management and communication skills.
- You are proactive, collaborative, and eager to make a difference.
- You are proficient in basic office and reporting tools (e.g. Microsoft Office or equivalent)

**Additional Assets:**

- A second language (Mandarin preferred) is an asset.
- Current First Aid and Food Safe certifications.
- A valid driver's license and access to a vehicle (mileage and work-related insurance costs covered by the employer).



**Join Our Team!** Take your career in a meaningful new direction and become part of a team dedicated to strengthening families and empowering children. Submit your resume and cover letter to [info@richmondfamilyplace.ca](mailto:info@richmondfamilyplace.ca). Applications will be reviewed on a rolling basis until the position is filled. Please note that only shortlisted candidates will be contacted.

**Richmond Family Place Society is an equal opportunity employer.** We celebrate diversity and encourage applications from qualified individuals of all backgrounds and identities. Resumes without a cover letter will not be considered.