



# RIEL Institute for Education & Learning

## Calgary Aboriginal Head Start Program Home Liaison Worker

### Job Description

#### Summary

The Home Liaison Worker will actively promote the Head Start program within the community. They will interact directly with the families and children on a daily basis. They will plan and coordinate parent activities and encourage parent participation in the program. They will support staff in all aspects of delivery of the Head Start program.

**Hours of Work** - Hours of duty are routinely 8:00 to 4:00 Monday thru Friday.

#### Duties and Responsibilities

- The Home Liaison acts as a liaison between the program staff and families
- The Home Liaison Worker is responsible for recruitment of families
- They will design, plan, implement and supervise all family activities and home visits
- They will increase accessibility to services for children and families
- They will expand formal and informal support networks. Activities will include: Parent workshops, Parent Advisory Committee meetings, family support
- They will develop and sustain local and regional partnerships to enhance their position duties
- The Home Liaison Worker will be responsible for coordinating parent volunteer participation in activities including classroom support, field trips, fundraising, etc.
- The Home Liaison will work with other staff members to prepare monthly newsletters and weekly parent notices

#### Qualifications

- ECE Level 1 or 2, Human services certificate or diploma
- Valid First Aid & CPR Certificate
- Criminal Record Check with Vulnerable Sector Clearance
- Child Welfare Information Systems Check
- Knowledge of Aboriginal Culture and Language considered a strong asset
- Knowledge of social and economic needs of the Aboriginal community
- Excellent written and oral skills
- Ability to take direction and work well in a team atmosphere
- Excellent interpersonal and communication skills
- Valid class 5 driver's license and reliable transportation, Class 4 would be considered an asset

**Salary to commensurate with education and experience**

**Please forward resume and cover letter to: [hr@rielinstitute.com](mailto:hr@rielinstitute.com)**

We thank all applicants however only successful applicants will be contacted

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