



Rising Sun Childcare Center - Job Offer

Family Services Coordinator

Details

Weekly hours: 37.5h (Possibility of alternating between a 4-day week and a 5-day week)

Salary: \$40 per hour

Status: 8-month contract with strong possibility of renewal

Work mode: Primarily in-person

Workplace: Rising Sun Childcare Center, 600 Desmarchais Boulevard , Verdun, Quebec H4H 1S6

Start date: As soon as possible

Summary

This person serves as a bridge between families, community partners, and the CPE. They plan, organize, and implement support services adapted to families, while respecting Indigenous values, traditions, and realities. They encourage parental involvement, support the overall development of children, and contribute to the center's educational and cultural mission. They work closely with the executive director to ensure that actions are aligned with the CPE's strategic directions.

Responsibilities

Planning and coordination of family services

- Design and deliver parenting support programs and educational workshops in partnership with community organizations.
- Implement initiatives that foster active parental participation, such as:
 - Parent Circles (discussion and support groups)
 - Intergenerational cultural days
 - School readiness programs for children and their parents
- Collaborate with educators to ensure continuity between educational services and family needs.
- Support children's integration by working closely with educators.
- Develop and distribute communication tools adapted for families (newsletters, bulletins, visual displays, etc.).

Support for Educators

- Support educators in their interactions with families (e.g., communication, emotional management, change management).
- Contribute to the development of individualized support plans in collaboration with educators and the multidisciplinary team.
- Provide tools or recommend training opportunities to strengthen educators' skills in family-child relations.
- Foster effective and harmonious communication between educators and families.
- Act as a mediator in cases of misunderstandings or conflicts between families and educational staff.

Direct Support to Families

- Refer families to appropriate community, medical, legal, or psychosocial resources.
- Organize and facilitate follow-up meetings with families and involved professionals.
- Build and maintain a culturally safe and trusting relationship with families.

Active Collaboration with Executive Management

- Participate in management meetings and contribute to strategic planning processes.

- Draft activity reports, progress reviews, and formulate recommendations for the executive team.
- Act as a resource person on matters related to families, the community, and Indigenous cultures.
- Support management in establishing and developing partnerships with other Indigenous and non-Indigenous community organizations.

Requirements

- Bilingualism French-English.
- Degree in social work, special education, family intervention, early childhood education, or a related field.
- Relevant experience in community, Indigenous, or educational settings.
- Excellent skills in communication, active listening, mediation, and intervention.
- Ability to work independently, as part of a team, and in partnership with various stakeholders.
- Commitment to providing culturally safe services and a strong interest in deepening knowledge of Indigenous realities, traditions, and cultures.

Assets

- Being a member of First Nations, Inuit, or Métis communities.
- Proficiency in a local Indigenous language.
- Experience in a CPE (early childhood education center) or other educational childcare setting.
- Training in intercultural approaches, community intervention, or mental health.
- Strong knowledge of local and regional Indigenous and non-Indigenous community resources.
- Deep understanding of Indigenous realities, traditions, and cultures.

Contact

Please send your application (in PDF format preferably) before September 15th 2025 to veromarengere@gmail.com.