

Job Posting

Family Resource Worker – One (1) Vacancy

Position Status: Permanent Full-Time

Hours of work: 70 hours biweekly (days, evenings, and weekends as per organizational requirements)

Starting Salary: \$27.50 per hour (in accordance with organizational salary grid; annual increases as per grid progression)

Location: Manitoulin Area

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is a mission-driven organization dedicated to meeting the diverse needs of children, families, and communities through inclusive, impactful programs and services. Rooted in values and guided by long-term vision, OCOF/Nena operates with a clear focus on positive social change, professional excellence, and sustainable growth.

Why Should You Join OCOF/Nena?

At Our Children, Our Future/Nos enfants, notre avenir, we are committed to supporting our staff with meaningful benefits and a positive, inclusive work environment. When you join our team, you will benefit from:

- Annual Salary Grid Raises
- 50% discount on childcare fees (and priority placement on childcare waitlist)
- Comprehensive Benefit Package including: dental, drug, vision, and extended health care (paid by the employer)
- Group RRSP Contributions (paid by the employer)
- Paid Floater, Sick and Bereavement Days
- Paid Professional Development
- And more!

Job Summary:

The Family Resource Worker (FRW) supports the daily operations of the EarlyON Child & Family Centre and Family Resource Program initiatives. The FRW develops, delivers, and evaluates high-quality, family-centred early learning programs and builds strong, supportive relationships with children, families, and community partners. This position contributes to community development, responds to individual and community requests for services and support, ensures up-to-date knowledge of community resources, ensures safe and inclusive program environments, and upholds the mission and values of OCOF/Nena.

Qualifications and Skills:

I. Education & Certificates

- Diploma in Early Childhood Education (ECE) with current good standing registration in the College of Early Childhood Educators; **OR**
- Diploma or degree in Child & Youth Care, Social Service Work, Human Services, or related field, combined with relevant experience.
- Current Satisfactory Vulnerable Sector Criminal Record Check (within 6 months)

- Current Standard First Aid and CPR Level C (or willingness to obtain)
- Current Food Handlers (or willingness to obtain)
- Non-Violent Crisis Prevention and Intervention Certification (or willingness to obtain)
- Valid Ontario class “G” driver’s license, with a clear driver’s abstract and access to a reliable vehicle (required).

II. Experience

- Experience working with young children and families, including those experiencing poverty, vulnerability, or social barriers
- Demonstrated knowledge of child development, family systems, pre- and post-natal care, and early learning principles
- Experience planning and facilitating programs for children ages 0–12
- Familiarity with the Greater Sudbury / Sudbury-Manitoulin region and community resources

III. Skills

- Strong interpersonal skills with the ability to build respectful, trusting relationships with children, families and community partners
- Excellent verbal and written communication skills
- Strong organization, planning and time management abilities
- Ability to work independently, take initiative, and adapt to changing priorities
- Sound judgement, problem-solving skills, and ability to respond effectively in dynamic environments
- Ability to maintain professional boundaries and uphold confidentiality
- Demonstrated ability to work collaboratively as part of a team
- Technological proficiency, including strong working knowledge of Microsoft Office and communication platforms
- Familiarity with social media best practices is considered an asset

Additional Considerations:

- Fast-paced environment with shifting priorities.
- Ability to lift and carry up to 16 kg (40 lbs); frequent bending, floor play, cleaning, and room setup/take-down.
- Regular cleaning and sanitization duties
- Daily travel required for family programming, community events, and meetings.
- Duties may evolve according to program and community needs.

How to Apply:

Please submit cover letter and resume by email to our HR department, or apply through the Careers page on our website:

By Email: Hiring@ocof.net

Posting will remain open until position is filled.

Equity, Accessibility & Recruitment Transparency:

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is an equal opportunity employer committed to building an inclusive, diverse, and accessible workplace. We encourage applications from Indigenous, Black, racialized, 2SLGBTQ+, and differently abled individuals, as well as members of equity-deserving communities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation is available throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance.

This recruitment process may use automated tools or artificial intelligence to support application screening and candidate review. These tools do not replace human decision-making in the hiring process.

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