Family Support Coordinator (Mat leave coverage)
Full-time (12-18 month term)

To Apply:

Please send the following information via email to:
Becci Watson
Director of Justice Partnerships & Supports
becci.watson@zebracentre.ca

- Cover Letter
  - Please include your experience working with children, trauma, and the justice system and/or victims' services.
  - Please include your experience with multi-disciplinary teams and partnerships.
  - Why have you chosen the Zebra Child Protection Centre as an organization you would like to work for?
- Resume
- References

Timeline:

Posting open April 24
Posting closes May 13
Pre-Screen Interviews May 21
Panel interview May 28
Start date – dependent on clearance checks (tentative June 17th)

Summary:

Since 2002, the Zebra Child Protection Centre and our multi-disciplinary team of partners have worked towards the common goals of supporting children, youth and families who have experienced abuse and creating a future where every child is heard. We bring together a community of professionals to provide a continuum of support for children and youth throughout the entire disclosure, investigative, judicial, and healing process.

The Zebra Child Protection Centre is looking to hire a Family Support Coordinator to join our team for a full time 12- 18 month term (Maternity Leave posting). The successful candidate will be responsible for working with the current team of Family Support Coordinators, our community child advocate volunteers, and the multi-disciplinary team of partners at the Centre to ensure the children and families coming through our doors are supported. The person filling this position must have considerable knowledge of the Centre's practices and procedures as well as an understanding of our Vision Statement (*A community where every child is heard and respected and child abuse is not tolerated. The Zebra Centre is recognized as the leader in child advocacy)* and our Mission

Statement (*To provide a collaborative response to child abuse through intervention, advocacy and a continuum of support in a child-friendly environment).*

This is a highly responsible position with the primary responsibility of coordinating court preparation and accompaniment for our children, youth and families, as well as liaising with partners. Additional responsibilities include supporting caregivers at the Centre during criminal investigations, ensuring timely follow-up contacts over the phone and email, conducting court preparation lessons, and participating in community education and fundraising efforts.

Qualifications: The Family Support Coordinator will possess the following qualifications and skills:

- Degree in social sciences/equivalent education or minimum two years of relevant experience in the non-profit, social services, or criminal justice fields
- Sound knowledge of child development and child trauma, the judicial system and the services available to victims/witnesses.
- Prior victims services / advocacy experience is an asset
- Flexibility and ability to adapt quickly to change and an ability to work to deadlines in a fast-paced environment
- Commitment and ability to maintain confidentiality and handle sensitive information
- Strong proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication skills
- Successfully passing an Edmonton Police Service Enhanced Police Information Check and a Children's Services Vulnerable Sector Check.

Details:

This position will be a regularly scheduled shift within the hours of Monday – Thursday 10:45am -7:00pm, Friday 8:45am-5:00pm (with some flexibility in schedule required). There is a requirement to participate in the on-call Crisis Response program as part of a weekly rotation. Please note we work with accredited facility dogs on-site.

Salary and Benefits:

Compensation based on experience. An inclusive benefits package is provided to the successful candidate.

Zebra Centre is an equal opportunity employer and is committed to building a culturally diverse facility. We strongly encourage all qualified applicants to apply.
Please note that due to a high volume of interested applicants, only successful candidates will be contacted.