



Request for Expression of Interest

May 27, 2025

Esquimalt Neighbourhood House Society ("ENH") is seeking Expressions of Interest for its **Child, Youth and Family Support, Family Services** position. Reporting directly to the Co-ordinator, Family Services, this position is full-time and intended to fill a staff maternity leave for one year. There will be 3-month trial period during which the candidate will be assessed for suitability, demonstrated competencies and level of capability to perform the work required in the role as deemed satisfactory by ENH, the employer. The annual salary is \$47,320. The position works from ENH's office and working from a home office is not required. Start date would be July 14, 2025.

ENH's Family Services aims to reduce isolation and to provide parenting education, early childhood development and learning, youth development and support to at risk families with children and youth up to eighteen years of age; improve the health of families and their children and youth; build skills regarding early childhood development and learning; youth development and effective parenting; increase knowledge of issues and available services relevant to children and youth; create and strengthen support networks for families, their children and youth; provide families, their children and youth, with a sense of belonging in their community and opportunities for involvement.

ENH has determined that for this temporary role, the focus will be for Children and Families only (working with youth will not be necessary because existing Child, Youth and Family Support staff will continue to cover ENH's youth caseload.)

This position is responsible for meeting the goals of Family Services by:

- promoting accessible, responsive, quality and welcoming services for at risk families with children and youth (0 to 18 years);
- providing screening, using listening skills, group facilitation, building relationships, understanding the context of people's lives, skill building and problem solving;
- addressing safety issues and plans for children, youth and their families;
- ensuring youth have a safe plan when temporarily disconnected from home and community;
- providing services in a planned continuum and in a multi-disciplinary, collaborative way;
- fostering positive personal and social attitudes;
- emphasizing strengths, talents and individual potential;
- assisting families and their children and youth, to achieve community integration;
- promoting healthful individual and family living habits in areas such as personal, social, and life skills;
- encouraging social interaction and flexible participation based on individual needs and strengths; maintaining responsive and quality services;
- fostering continuous learning through life skills development;
- providing opportunities for personal growth;
- demonstrating that children, youth and families are the focus of the program mandate;
- promoting though action and attitude, a positive work environment;
- helping others through teamwork and focusing on a positive work environment;
- interacting positively with all ENHS staff, volunteers, students, board members and program participants and various other contacts throughout the community;
- communicating regularly with other ENHS staff;
- maintaining confidentiality on all ENHS organizational matters;
- maintaining knowledge of all duties relevant to that of the position.

Candidate requirements include:

- Post-secondary education/degree in related field such as Child and Youth Care or equivalent with relevant experience;
- Knowledge of issues that put children and youth and families at risk;
- Knowledge/Understanding of poverty, mental health and addictions, building safety;
- Knowledge of early childhood development and learning, parenting education and support;
- Knowledge of youth development;
- Knowledge of health and safety practices relevant to child, youth, adult and families (e.g. understanding of food safety issues; first aid; child and youth safe facilities);
- Knowledge of and demonstrated experience providing teaching, information/referral and support in one to one format and group format;
- Knowledge of and ability to work with people of diverse backgrounds, races, abilities, identities, etc.;
- Knowledge of the local community; and familiarity with service provision to local First Nation communities;
- Knowledge of community resources;
- Experience and knowledge in addressing barriers in service delivery;
- Case management skills;
- Excellent organizational skills;
- Strong interpersonal skills;
- Conflict resolution skills;
- Strong oral and written communication skills;
- Computer skills;
- Team Player across disciplines;
- Ability to maintain confidentiality and appropriate professional boundaries with clients;
- Ability to use discretion and judgment;
- Vehicle is an asset;

ENH believes in a workplace culture of inclusion that is welcoming, respectful, safe and empowering for all staff. It is critical to ENH's success to eliminate barriers and promote the inclusion of equity groups. Equity groups have been, and continue to be, underrepresented and marginalized in the workforce, leadership roles, and in some specific occupations. Equity groups include but may not be limited to Indigenous persons, racialized people, gender diverse people, 2SLGBTQIA+ people and persons with disabilities.

If the above request has peaked your interest, please email info@enh.bc.ca a brief summary by end of day Monday, June 10, 2025, of what, in particular, about the position resonates with your personal or career interests; demonstrate how you meet the skills and abilities, knowledge and experience requirements as described above; and finally, what do you believe makes you a good fit for this role.

At this stage of the request, submitting a resume is not required. Simply sending your resume without the "brief summary" will not be considered and your application will be screened out as incomplete. Only those applicants who were able to clearly demonstrate that they have the required qualifications, will proceed to the next step and will be asked to email a resume. Following further screening, only the top 2 to a maximum of 3 candidates will be invited for an interview.

If you require accommodation at any stage during this hiring process, please inform us. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please send your request to info@enh.bc.ca.

Thank you for your attention and potential interest!