



OPPORTUNITY

(External - Main)

DATE OF POSTING: [December 29, 2020](#)

POSITION: **Foster Parent and Volunteer Recruitment
Co-ordinator - 12 month Contract**

POSTING NUMBER: **2020 - 16**

AVAILABLE: **Immediately**

LOCATION: **Resource Team George/Resource Team Chatham**

**EDUCATION AND
EXPERIENCE REQUIRED:**

Advertising and Marketing Communications Diploma

OR

Community Development Major with previous experience with community engagement

RESPONSIBLE TO: Resource Manager

MAJOR RESPONSIBILITIES

Foster Parent Recruitment:

- Targeted and generalized recruitment of non-indigenous and indigenous foster parents for Mississauga of the Credit First Nation and Brant County.
- Prepares and delivers presentations and speaks to groups in the community to raise public awareness about the need for foster parents.

- Plans, develops and implements short and long range programs to recruit foster parents and to provide public awareness of the objectives and goals in the agency's foster parent program.
- Ongoing awareness of & participation in agency, local and provincial foster parent working groups as necessary.
- Develops and implements a structurally sound and efficient and responsive foster parent program
- Attracts traffic to the Agency site, converts traffic into new opportunities for recruiting, and develops leads into resources.
- Is responsible for the recruitment, of foster parents, prepare an annual recruitment plan based on identified agency needs.
- Actively promotes the Agency's positive professional image where possible in the various communities that are served.
- Liaison with recruitment colleagues in the Grand River Zone and province and develops marketing materials as they relate to Foster Parent Recruitment to educate prospective families about foster care.
- Evaluates marketing strategies related to foster parent recruitment and refines as needed.
- Performs other duties as required

Volunteer Recruitment:

- Prepares and delivers presentations and speaks to groups in the community to raise public awareness about the Volunteer services of the Agency.
- Plans, develops and implements short and long range programs to recruit volunteers and to provide public awareness of the objectives and goals in the agency's volunteer program.
- Ongoing awareness of & participation in agency, local and provincial volunteer working groups as necessary.
- Develops and implements a structurally sound and efficient and responsive volunteer program
- Attracts traffic to the Agency site, converts traffic into new opportunities for recruiting, and develops leads into resources.
- Is responsible for the recruitment, of volunteers, prepare an annual recruitment plan based on identified agency needs.
- Actively promotes the Agency's positive professional image where possible in the various communities that are served.
- Liaise with Agency staff and develops marketing materials as they relate to Volunteer Services.
- Actively upholds the principles identified in the Agency's Code of Ethics
- Evaluates marketing strategies related to volunteer recruitment and refines as needed.
- Performs other duties as required

KNOWLEDGE AND SKILLS REQUIRED

- Demonstrated ability to develop and execute a sales strategy and ability to 'sell the Agency'
- Demonstrated ability to build rapport with community organizations and businesses to develop networks
- Personal integrity and responsibility and a commitment to the goals of Brant Family and Children's Services
- Initiative and assertiveness
- Ability to work independently
- Ability to work well under pressure
- High degree of flexibility around hours of work, recruitment may include occasional evening and weekend work.
- Exceptional organizational skills
- Knowledge of the Brant County communities and a proven ability to develop significant relationships with other community organizations (both public and private) and the media
- Demonstrated ability to initiate and sustain effective relationships with staff and foster families and community collaterals
- Ability to work professionally with Agency staff, volunteers, foster parents and the community
- Demonstrated skill to communicate well, consult and engage with people in the community on an individual and group basis
- Ability to keep statistics, provide reports, and conduct evaluation as needed
- Knowledge of child welfare social work mandate and issues
- Strong written and verbal skills, including public speaking and creative writing skills
- Excellent interpersonal and communication skills for written and oral presentations
- Strong social media skills and technology skills
- Graphic design knowledge would be an asset
- Superior computer skills including demonstrated ability to use presentations packages
- Experience in recruiting foster parents would be an asset
- Experience in working with volunteers
- Experience in community relations
- Knowledge of current research and literature related to resource care
- Availability of own transportation is required along with a valid Ontario Driver's License
- Conducts their work through an Equity and Inclusion lens
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Committed to Brant FACS community based philosophy
- Understanding of Indigenous practices, communities and impact of colonization
- Knowledge of historical impacts of Canada's residential schools and child welfare on Indigenous people
- Committed to including the voice of children/youth and families as part of our service planning and delivery

- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization

ANNUAL SALARY RANGE: \$51,134 to \$63,778
HOURLY RATE: \$29.14 to \$36.34

Brant Family and Children's is committed to staffing a workforce representative of the diverse population we serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to please self-identify in their cover letter.

All applicants must have a First Nations background and knowledge of First Nations culture including but not limited to the impact of colonization, residential schools and intergenerational trauma. Preference will be given to First Nations applicants.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however only those considered for interviews will be contacted.

APPLICATION: Applications in writing, with resume and references will be accepted electronically at:

**Human Resource Department
Brant Family and Children's Services**
70 Chatham Street, P.O. Box 774
Brantford, ON N3T 5R7
Email: employment@brantfacs.ca

CLOSING DATE: **January 15, 2021 @ 4:30 pm**