REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 21-032** | **Department:** Client Services | **Posting Date:**June 9 2021 |
| **Position:****RCC/SSCY Family Resource Centre (and Professional** **Resources) Coordinator** | **Reports to:****Director of Rehabilitation and Clinical Services/FRC Coordinating Committee**  | **Start Date:** ASAP |
| **Job Type:****permanent** | **Employee Group:**Out of Scope | **EFT: .8-1.0 eft** |

**MAIN FUNCTIONS**

The FRC/Professional Resource Coordinator will manage the materials of the Family Resource Centre, including books, toys and adapted equipment. They will oversee all aspects of the FRC, including collection development, information services, and ongoing development of policies and procedures. They will further in collaboration with other stakeholders develop and oversee an integrated system of cataloguing professional resources and client equipment located throughout RCC/SSCY Centre and will coordinate and supervise staff and volunteers to help with day-to-day operations of the FRC as well as special projects.

**RESPONSIBILITIES**

The successful candidate will:

* Work with a Family Resource Centre steering committee to establish future vision and strategic directions for the Family Resource Centre/Professional Collections in alignment with the broader strategic plans of RCC/SSCY Centre
* Establish a system to ensure ongoing family engagement/input into the centre to ensure that services are responsive, relevant and culturally safe
* Inventory, catalogue and manage all collections within the FRC, including the main book-lending library, SCRC adapted books and materials, LIFE Program equipment, Outreach Therapy library, and TOTS (Take Out Toy Service)
* Provide reference and information services to families and staff
* Liaise with stakeholders from across RCC, as well as family and community groups, to improve services
* Perform daily tasks including checking materials in and out, putting items away, etc.
* Create resources to increase the accessibility of library materials; recommend improvements to the FRC page on the RCC website
* Develop a governance document relating to library operations, including roles and responsibilities, policies and procedures(including infection prevention and control)
* Develop collection development guidelines for all materials; stay on top of current literature related to relevant subject areas and oversee purchase of new resources as necessary
* Coordinate and supervise staff and volunteers to help with day-to-day operations as well as special projects
* Participate in client visits, centre-wide events and community events (as appropriate) as a representative of the Family Resource Centre
* Participate in development and monitoring of FRC Budget
* Provision of statistical, quality reporting and evaluation data on the Family Resource Centre

# **EDUCATION/EXPERIENCE**

* Master of Library Studies (MLIS) is preferred; a combination of education and experience will be considered.
* Supervisory/volunteer management experience is an asset
* Excellent organizational skills and effective time-management skills
* Exceptional interpersonal skills; ability to interface with clients, volunteers and staff to provide excellent service
* Excellent written and verbal communication skills
* Proficiency in Family Engagement, Family Centred Care and Culturally safe service delivery
* Ability to operate within a computerized environment including library/cataloguing software

**Salary: $27.601/hour**

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| **Apply in Writing or by email to:****Kizzy Phillips****Rehabilitation Centre for Children at SSCY Centre****1155 Notre Dame Ave. Winnipeg****kizzyp@rccinc.ca** | **Closing Date:**June 16, 2021 |