

**NOTICE OF JOB VACANCY (Posted: April 11, 2016 – April 18, 2016)****Job Competition #:** 2016-HIPPY-02**Position:** **Training Coordinator**  
Home Instruction for Parents of Preschool Youngsters (HIPPY) – Terminal location  
Full-time position at 35 hours per week, starting immediately**Summary:**

Reporting to the Manager – HIPPY Program, coordinates and implements the HIPPY Program training for the Peer Home Visitors working at HIPPY Pods ensuring the achievement of established goals and objectives of the program in accordance with the contractual agreement. Supports the Manager with day-to-day operations as required.

**Qualifications:**

Post-secondary education in the area of Social Services, Early Childhood Development or Counselling supplemented by a minimum of one - two (1 - 2) years' recent related experience OR an equivalent combination of education, training and experience acceptable to the employer.

**Skills and Abilities:**

Demonstrated ability to communicate effectively in both written and oral English.  
Demonstrated ability to deal effectively and courteously with clientele, staff and the public from differing cultural and linguistic backgrounds.  
Ability to set and maintain boundaries with clients and manage self-care.  
Demonstrated experience in developing, organizing and facilitating workshops.  
Proficiency in all aspects of Microsoft Office Suite.  
Possession of and the ability to maintain a clear provincial criminal record check.  
Ability to carry out the duties of the position.

**Applications must include "2016-HIPPY-02" in the subject line and can be sent to:** [jobs@issbc.org](mailto:jobs@issbc.org)

**Closing Date:** By 12 noon, Monday, April 18, 2016

**Salary Rate:** \$22.44 per hour

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

ISSofBC offers to eligible staff an outstanding medical and employer-matched RRSP benefits.