



Job Description
Vancouver Native Health Society
Vancouver Aboriginal Supported Child Development Program
Team Leader

Job Summary:

The Vancouver Aboriginal Supported Child Development Program (VASCDP) Team Leader oversees the day-to-day operations of the VASCD program which includes planning, coordination, administration and supervision. The VASCDP is an Aboriginal focused program specifically designed to support the inclusion of Aboriginal children who require additional support in childcare settings chosen by their families.

Reporting Relationship:

The Vancouver Aboriginal Supported Child Development Program Team Leader reports to the Program Manager.

Qualifications:

Education and Training required:

- BA in early childhood development or a related field (e.g. child and youth care, education) **OR** Certificate in Infant Development/Supported Child Development (UBC)
- Minimum 3 years work experience as an ASCD Consultant and/or experience in program administration, coordination and supervision in the social services sector preferably in Aboriginal communities

Skills, Knowledge and Abilities:

- Excellent presentation, oral, written, facilitation and interpersonal skills
- Demonstrated ability using a culturally sensitive and safe framework when working with Aboriginal children, families and communities
- Demonstrated teamwork, leadership and supervisory skills
- Well-developed planning, organizing, administrative and decision making skills
- Ability to work effectively with program staff, community groups and agencies
- Working knowledge of Aboriginal families and culture
- Demonstrated budget and financial management skills
- Strong conflict resolution skills
- Skill or training in administering formal and informal developmental assessment tools and/or screening tools
- Ability to exercise independent judgment and initiative

Duties and Responsibilities:

- Plans, organizes and directs the provision of services for VASCDP. Oversees the day-to-day operations of VASCDP
- Develops and establishes standards and accountability/control mechanisms for VASCDP in accordance with established policies; develops and recommends long range plans and objectives for VASCDP; provides recommendations to the Program Manager on program and service issues
- Supervises, develops and motivates VASCDP staff to: attain program objectives; ensure effective case planning and management; ensure accountability to referring sources; ensure staff training and professional development meets program objectives
- Monitors the service delivery of VASCDP staff for structure, consistency, quality, suitability of activities, etc. Discusses problem situations and remedies with staff
- Participates in various committees, working groups, associations, etc.
- Maintains a current awareness of developments in ASCD/SCDP and Child Care
- Performs other related duties as required

Salary: Commensurate with experience.

Send resume and cover letter to:

hra@vnhs.info

Attention: Program Manager

Aboriginal Child & Family Support Services

Deadline: When Position is filled.

Only short-listed applicants will be contacted.

Resumes without a cover letter will not be considered.