

# Fraser River Indigenous Society

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## Indigenous Child and Youth with Special Needs (ICYSN) Guide

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### Job Posting

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#### **POSITION SUMMARY:**

The Indigenous CYSN Guide provides support and acts as a primary contact for First Nations, Metis and Inuit families with children and youth with special needs aged 0 – 19 years and support them to access needed CYSN programs and services. This will include working in partnership with families, MCFD, and other providers of CYSN programs and services to support an integrated and accessible range of programming that meets child, youth, and family needs. The ICYSN Guide assists families with the planning process, provide information on service access and availability, coordinate referrals to other CYSN providers, and ensure services are delivered in a proactive, responsive, and culturally appropriate manner.

#### **QUALIFICATIONS:**

- Bachelor's degree in a related human/social service field and one-year related experience working with Children and Youth with Special Needs and their families and other professionals, or equivalent combination of relevant education and related experience
- Experience and knowledge of Indigenous culture, traditions, history and issues and the ability to work respectfully with Indigenous people
- Knowledge of communities and community partners within Maple Ridge and Pitt Meadows or the willingness to learn
- Proven track record with active experience in systems or institutional navigation and advocacy
- Valid First Aid certificate, Infant CPR
- Outgoing, energetic individual with strong organizational skills; self-motivated personality; ability to work independently and as a team player
- Strong work ethic and positive team attitude, self-motivated and proactive when dealing with conflicts and problem-solving skills
- Demonstrated professionalism through diplomacy, ethical decision making and accountability
- Proven time management skills with ability to multitask and prioritize work
- Completion of a range of workshops pertaining to child and youth development and working with families considered an asset
- Valid Class 5 BC drivers' licence (Driver's Abstract required) and own reliable transportation
- Willing to obtain business insurance and liability coverage

#### **KEY RESPONSIBILITIES/DUTIES:**

- Linking and brokerage: activities to connect a family, child, or youth to CYSN or related services
- Participate in the coordination of multi-disciplinary or multi-sectorial teams that are provided to a child, youth, or family
- Information and referral: keeping current with information and referrals out to other services and programs, internal or external to the society, that may be useful to the child, youth and/or family

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- Provide informed guidance to a child, youth, family/caregivers to facilitate self-determined decision making which supports personal growth, development, or situational change
- Supporting the assessment and establish goals that are in alignment with the individual plans for Children and Youth with Special Needs and their families, where applicable
- Accompany families to appointments as required and approved by supervisor and assist with coordination of the transportation of the family
- Establish and maintain a referral and intake process and management of waitlist
- Participate in integrated case management processes and in the development and implementation of comprehensive individualized plans for children and youth with special needs and their families, when needed
- Assist families to complete forms and gather required documentation for CYSN related services
- Provide child and family-specific plans and progress reports as required
- Responsible for collecting and maintaining relevant data, stats, surveys, noted documentation for monthly reports to EY manager and as required by the funder
- May include group facilitation in the future, improving skills, and building awareness of resources
- Workers are required to take precautionary measures and to follow safety guidelines to ensure safety. Workers must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines to ensure their safety
- Comply with WCB health and safety standards to maintain a healthy and safe environment; Covid-19 safety plan and willing to participate on Health and Safety committee
- Workers must maintain confidentiality, undergo annual successful criminal record checks, and to be sensitive to diversity among clients, co-workers, and the community
- Class 5 driver's licence, access to reliable vehicle, and insurance for the purpose of work

Part-time (17.5 hours/wk) with rate of pay : \$24/hr, commensurate with education and experience

Work location: Maple Ridge, Pitt Meadows

Please email your cover letter and resume attention : HR Committee to: [hr@franas.org](mailto:hr@franas.org)

Under Section 25 of the Constitution Act and Section 16 (1) of the Canadian Human Rights Act FRIS will give preferences to Indigenous peoples. Only short-listed candidates will be contacted