



**BC Aboriginal
Child Care Society**

JOB OPPORTUNITY

Family Worker – Part Time (30 hours/week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care. BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities throughout BC in creating high quality, culturally based, spiritually enriching community child care services that are based in the child's culture, language and history.

Job Summary

Reporting to the Preschool Manager, the Family Involvement Worker (FIW) is responsible for welcoming and supporting families throughout their child's enrolment at Aboriginal Head Start. This includes assisting with enrolment, maintaining registration files and providing referrals to outside community agencies when needed. The FIW will work with our Eagle's Nest Parent-Elder Advisory Committee to facilitate parent and Elder involvement according to Aboriginal Head Start Principles and Guidelines. In addition to having a strong understanding of Aboriginal culture and history, the ideal candidate will have a passion for family centered, high quality, spiritually enriching, culturally relevant learning opportunities for young children.

RESPONSIBILITIES AND ACCOUNTABILITIES:

- a. Practice Cultural safety and maintain strong relationships with families and elders
- b. Work with Early childhood staff team to support children who may be learning remotely due to the pandemic.
- c. Collaborate with preschool staff to plan and organize ways for parents to play an active role in the program.
- d. Actively participate in and promote the Parent Advisory Committee
- e. Schedule and complete registrations, family needs assessment and child development screening throughout school year
- f. Identify supports and other community resources to support families and their children, and make referrals when necessary (assist families in making and setting up appointments where necessary)
- g. Maintain secure, confidential, and up-to-date child/ family files- including enrolment forms, case notes for family visits, referrals and follow up reports
- h. Maintain professional and ethical communications and act as a liaison between staff, parents, and community members
- i. Other duties as required

QUALIFICATIONS and REQUIREMENTS

- Family Worker, Child and Youth Care, Early Childhood Education, or other relevant training and experience
- Excellent computer skills: proficient in Microsoft Office, Teams, Outlook and Zoom software
- Strong communication skills
- Excellent problem-solving, decision-making, and time-management skills
- Compliance with childcare licensing health staff requirements such as; clear TB test, physicians letter stating satisfactory physical and mental health and immunization records.
- Clear Criminal Records Check
- Positive character references.

Conditions: This is a five (5) month contract with possibility for extension.

Salary Range: \$23 - \$25/hour, Monday – Thursday, 30 hours per week.
Wage will commensurate with qualifications and experience.

Closing Date: Open until a suitable candidate is found; interviews will be conducted on a rolling basis

Duration: Position to start ASAP

How to apply: Please submit a resume and cover letter explaining how you meet requirements and send to jobs@acc-society.bc.ca citing "Application for Family Worker" in the subject line. All applications must include cover letter and resume as one document in PDF format.

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

**We thank all who apply. Only candidates selected
for an interview will be contacted.**