

Fraser River Indigenous Society

JOB POSTING - Program Aide

POSITION SUMMARY: This new position is responsible for providing program and administrative support to the Early Years and Family Development programs. This position requires a team member who is multifaceted and can keep programs connected and running smoothly. Maintains the integrity and confidentiality of all information, communicates internally and externally to respond to inquiries and clarify details, coordinates appointments and meetings. Manage all tasks related to Extra Support Staff Funding. Process confidential and sensitive documents. The Program Assistant supports leadership in setting a positive, collaborative, efficient tone for the program/department.

KEY COMPETENCIES: *Adaptability, Behave Ethically, Communicate Effectively, Foster Teamwork, Make Decisions, Organize, Solve Problems*

QUALIFICATIONS:

- Diploma/certificate pertaining to office assistant/administration and Early Years experience with Support Needs, 3-5 years work experience as administrative support. Combination of education and experience will be considered
- Demonstrates working knowledge of family centered service, child development, family support and community-based services
- Knowledge of Indigenous cultures, traditions and issues impacting on urban Indigenous families
- Demonstrates Indigenous cultural agility and competencies in building relationships with the Indigenous community
- Experience working inclusive with children with support needs and with First Nations, Métis and/or Inuit focused programming
- Demonstrated ability to work both independently and collaboratively, resolve administrative issues/problems, prioritize workload, and to be flexible to meet and adapt to changes in organizational priorities
- Strong budgeting/bookkeeping, financial skills, organizational time management and computer skills
- Demonstrated ability to use data base systems, Microsoft Office 365 applications, including word processing, spreadsheet, and presentation software, at an intermediate to advanced level
- Strong work ethic and positive team engagement skills
- Well developed interpersonal, oral, and written communication skills
- Experience with de-escalation techniques working with potentially hostile or aggressive clients and compliance with safety guidelines to ensure staff and client safety
- Ability to demonstrate professional conduct in community while at work and as a representative of the society
- Valid Class 5 BC drivers' license (Driver's Abstract required) and own reliable transportation; willing to obtain business insurance and liability coverage
- Criminal Record Review with Vulnerable Sector Screening a requirement
- Valid First Aid certificate, Infant CPR, and Food safe certificate within 90 days of employment
- This position will be exposed to a low - mid level of noise and distractions from children and families. Direct delivery may include moderate physical activity involving walking, standing, bending, and ability to lift and carry materials weighing up to 10 kg.

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KEY RESPONSIBILITIES/DUTIES:

- Manage, prepare, and process service funding agreement requests for extra support staff for Child Care centres and or in home, assist with waitlist, shop for supplies
- Complete needed priorities in each department with clear communication to each Manager
- Support coworkers when asked by the manger to complete tasks which aide with the overall operations of each service or program
- Maintain electronic and physical files, including opening new files, preparing file transfers and file closures
- Coordinate safety and sanitation procedures, emergency first aid procedures in the Early Years and Family Development programs and promote healthy and hygienic practices
- Monitor and maintain supplies for programs, petty cash, cheque requisition and program budgeting
- Assist with designing and developing program calendar, social media, brochures, and flyers
- Assist with snack planning and food prep; ensure the provision of the snack in required programs
- Maintain appropriate record and information system. Prepare and maintain accurate data for monthly and annual reports for EY and FD programs
- Ensure that accurate program and client records are maintained and kept confidential
- Participate and assist with organizing agency meetings, events, and activities
- Attend staff meetings, in-house training, and other meetings as required
- Contribute to agency projects as assigned by the Managers
- Ensure that all pertinent registration requirements and documentation is complete
- Assist with referral process to all programs, including knowledge of overall operations of the organization and community events
- To provide transportation backup for ACCESS Program visits when required
- Assist with program evaluation and quality improvements
- Support the value of taking care of our spaces by assisting with light cleaning duties including kitchen areas, meeting spaces, reception areas, and other common spaces and additional admin duties as required
- 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
- Must maintain regular attendance and be flexible to accommodate changing schedules
- Adhere to polices and standards of FRIS

Terms of Employment: Monday - Friday (35 hours/week) | Start Date: April 30, 2021 | Work Location: Maple Ridge | Wage: \$21.35 – \$23.50/hr (depending on qualifications and experience) | Benefits: Medical/Dental/Vision and 3 weeks vacation after successful probation

Please email Cover Letter & Resume to: eymanager@frisociety.ca

Under Section 25 of the Constitution Act and Section 16 (1) of the Canadian Human Rights Act preference will be given to Indigenous applicants. Only short-listed candidates will be contacted.