

Position: Infant Development Program Facilitator

Permanent Full-time Position

Ayás Méimén Child & Family Services Department; West Vancouver, BC

Posted: March 9, 2022 Posting Closes: Open Until Filled



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Human Resources

The Infant Development Program Facilitator at So-sah-latch Family Centre provides 1) support for infants and the families of the Squamish Nation, 2) developmental and resource information for families of infants who appear to be lagging developmentally, and 3) home visits and assessment referrals for families.

Typical Duties & Responsibilities:

- Assists families in identifying goals and needs for their infants, while encouraging parents to take part in decision making regarding their infants development.
- Identifies and resolves problems within the Infant Development Programs; makes adjustments in collaboration with community professionals.
- Conducts developmental assessments of infants, through regular visits in community or home settings.
- Assists in designing infant development programs and individual programs to meet families priorities and needs.
- Teaches parents effective skills and provides workshops regarding child development, parenting, issues of disability, etc. Assists parents with selection and transitions between programs and school.
- Maintains accurate monthly reports/records and ensures all documents are completed. Conducts research and provides up-to-date information/materials on services, resources, etc.
- Provides referrals, resources, and links to outside agencies and authorities. Builds and maintains relationships with external organizations and exchanges program information.
- Promotes community awareness of programs, assists in fund raising/public relations events, presents information to community groups, stays visible in the community and enhances community involvement/ownership/responsibility for "the peace of our children".
- Contributes cooperatively to the Squamish Nation Child and Family services team to achieve position and department goals.

Education, Level of Experience & Hiring Requirements:

- Bachelor's Degree OR Diploma specializing in Child Development, First Nation studies, Psychology, Sociology, Human Studies, Social Services or relevant/related field from a recognized post-secondary institution.
- 2 – 3 years with a Bachelor's Degree OR 6 – 7 years with a Diploma of directly-related experience in the majority of specialties listed in the job description including aboriginal social issues, program delivery, and Squamish social, familial, and cultural knowledge
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to staff supervision, First Nations child and family services, etc. Experience as an intermediate level user of Internet, MS Office Applications – Outlook (Email), Word, Excel, etc. and other administration related software.
- Working experience with a large scale computerized database system. Experience with JD Edwards is an asset.
- Experience working in a First Nations environment is preferred.
- Must have a valid First Aid and CPR Certificate, or willing to obtain within a set timeframe.
- Must provide a copy of immunization record.
- Must provide a doctor's letter/medical certificate stating sound physical and psychological health.
- Must have a valid BC Driver's License Class 4 or 5. Class 7N may be considered.
- Must have access to a reliable vehicle and current auto insurance that meets company policy. May be willing to consider incumbent that has regular access to a vehicle (i.e. 2-3 times per week as needed).
- Must be able to work evenings and weekends as required, occasionally with limited advance notice.
- Must provide a valid Criminal Records Check with a Vulnerable Sector Search.

The above requirements are what Squamish Nation is seeking in the ideal incumbent at the time of posting & are subject to change, based on the needs of Squamish Nation.

New employees hired by the Nation are required to be fully vaccinated against COVID-19 as a condition of employment. All offers of employment will be conditional on the candidate providing proof of full vaccination. If a candidate requires accommodation based on a ground protected by applicable human rights legislation, this will be reviewed and addressed.

Starting Salary: \$59,000 annually, plus a comprehensive benefits package.

All applications must be completed using on-line application, using Chrome browser. For this position, go to :

<http://www.squamish.net/jobs/>

<p><u>Application MUST Include:</u></p> <ul style="list-style-type: none"> ➤ Cover Letter & Resume <p><u>As per policy, successful applicant will need to provide:</u></p> <ul style="list-style-type: none"> ➤ References from direct supervisors, and ➤ Official copies of school records
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