



**BC Aboriginal  
Child Care Society**

## **JOB OPPORTUNITY**

### **Jordan's Principle Service Coordination Hub Resource Coordinator**

#### **Full-time position (35 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 to create high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language and history.

#### **Job Summary**

BCACCS is currently seeking a qualified candidate for the position of Jordan's Principle Hub- Resource Coordinator. Reporting to the Hub Manager, the Hub Resource Coordinator will assist in the development and implementation of the Service Coordination Hub. They will also provide ongoing support to Service Coordinators across the province, assist in developing/maintaining resources and training tools, work with federal, provincial and Indigenous community partners, oversee compliance with confidentiality and communications, plan regular information sharing initiatives, be the central keepers of the Service Coordinator community of practice, answer calls/emails and questions from Service Coordinators, lead the evaluation of the Service Coordinator Hub program delivery, and oversee planning of the Jordan's Principle Service Coordination Regional conference with contractors.

#### **Skills & Qualifications**

- Bachelor's Degree or Diploma in social and human services, or related discipline will be considered (Aboriginal Supported Child Development, Child and Youth Care, Early Childhood Education).
- One or more years of experience working in Indigenous communities.
- Minimum of 1 years' experience in training and facilitation in a provincial and virtual context.
- Experience in working with children, youth, and families with additional needs.
- Ability to work with tact and diplomacy and utilize problem solving and critical thinking skills.
- Working knowledge of community-based supports and services.
- Knowledge of BC First Nations culture, history, and issues.
- Excellent oral and written communication skills.
- Demonstrated ability to work competently with Microsoft Office suite of tools.
- Ability to work in a culturally safe manner applying trauma informed practice methodology.

**Additional knowledge, skills, and experience**

- Understanding of the Jordan’s Principle initiative, human rights legislation, and orders of the Canadian Human Rights Tribunal (CHRT) is an asset.
- Case management experience.
- Must be able to work independently, create and manage workplans, and work as a member of a team.
- Knowledge of the complex health, social, economic, and political issues impacting Indigenous families.

**Conditions:** Work is performed primarily in an office environment. Occasional travel to attend meetings or training is required. Must be available to work during regular business hours of Monday to Friday 9:00 am to 5:00 pm Pacific Standard Time. Successful applicants must follow established BCACCS Code of Conduct, agree to a criminal record check, adhere to BCACCS COVID-19 Health and Safety Policy and Provincial Health Office COVID-19 Guidelines, and be able to show proof of COVID-19 vaccination.

**Salary Range:** \$29.00 - \$32.00/hour (commensurate with qualifications and experience). There is also an extended health plan and pension plan available after a three-month probationary period.

**Closing Date:** Open until suitable candidate found

**Duration:** The initial term of the position is until March 31, 2023, with possibility for extension. Position to start ASAP.

**How to apply:** Please submit a resume and a cover letter explaining how you meet the job requirements and send to [jobs@acc-society.bc.ca](mailto:jobs@acc-society.bc.ca) citing “Service Coordination Hub Resource Coordinator” in the subject line. All applications must include cover letter and resume.

*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 those who apply. Only those candidates selected for an interview will be contacted.**