

We will provide healthy starts for these children and their families, using a family centered strength based approach. We aim to have the capacity to meet their children's developmental needs in a culturally appropriate manner.

The CYSN Guide/Community Developer will work with aboriginal children and youth ages 6-19, and their families by assisting them with the planning process, providing information and advice on service access and availability, coordinating referrals to other agencies, and ensuring that services are delivered in a proactive, responsive, and culturally appropriate manner. They are responsible for ensuring that the community childcare programs receive cultural appropriate professional development and training to assist in the full participation of Aboriginal children who require extra support in community childcare programs in the Burnaby; New Westminster and Tri-Cities areas.

REPORTS TO: Aboriginal Supported Child Development Program Manager and Executive Director

KEY DUTIES AND RESPONSIBILITIES:

- Promote and support traditional cultural teachings and practice for our families, agency, and community.
- To build and maintain a supportive, trusting relationship with families and caregivers.
- Assist families in understanding and navigating the assessment and diagnosis process.
- Assist families with the development and implementation of the individual support plans for their children.
- Guide families through the available resources and supports available to them and their children.
- Assist families to ensure that their ongoing supports needs are being met. Help families to identify issues or gaps in service and supports for the individual and explore possible ways to address them.
- Provide support with life transitions for individual and their families including assisting with changes in existing supports.
- Provide transportation to and be present during appointments and scheduled meetings as requested and as needed by the families.
- Use cultural traditional practices that focus on the mind, emotion, body and spirit and recognize family strengths and asset, while implementing the Seven Sacred Teachings and Medicine Wheel teachings.
- Develop and implement culturally appropriate training and resources for the community to increase the community's capacity to meet the needs of those with special needs.
- Works in collaboration with the ASCD Consultants and childcare providers to promote and support development and to ensure the effective inclusion of children who require extra support.
- Build and maintain relationships with other health and social service professionals and professionals who work with Aboriginal families.
- Collaborate with community professionals on issues such as early identification, assessment and diagnosis.

- · Make appropriate referrals for further assessment and/or support or counselling to other agencies or professionals as necessary, such as but not limited: Sunny Hill and the Asante Center.
- · Develops, locates, and provides information and resources on inclusion and topics relating to children who require additional support and general child development through trainings, workshops, newsletters and presentations.
- · Promotes and facilitates community awareness and facilitate education and training to childcare providers and community around inclusion, family-centered practice, and culturally appropriate Aboriginal practice and strategies for children who require additional support and their families.
- · Support capacity building establish relations with and liaise with the Circle 6 community.
- · Work collaboratively and promote the work and vision of families, the program and Spirit of the Children Society with appropriate professionals and/or agencies in the community. Make referrals to other community services as appropriate.
- · Support childcare settings to develop and implement inclusive philosophies, practices, policies, and procedures.
- · Provide assistance when needed in agency programs such as, but not limited to, Building Healthy Relationships with Our Children, Hasé, ECD Drop-in programs, new parents groups, father involvement programs, Aboriginal Mother Goose programs and Elders' teachings sessions.
- · Participate in agency events and planning such as, but not limited to; Annual Mini-Teaching Pow-wow, Aboriginal Day Celebrations, Welcome Home Ceremony, Family Nights, and Family Christmas Gathering.
- · Adhere to the policies and standards of *Spirit of the Children Society*, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- · Maintain an appropriate record and information system. Prepare reports and provide accurate data when needed. Ensure that accurate program and client records are maintained, and that confidentiality is a priority. Ensure that all pertinent requirements and documentation are complete and up to date.
- · Responsible for individual client scheduling.
- · Maintain an appropriate record and information system. Prepare program annual and monthly reports and provide accurate data when needed. Ensure that accurate program and client records are maintained and that confidentiality is a priority. Ensure that all pertinent registration requirements and documentation is complete.
- · Ensuring all aspects of the program are maintained and accurate such as: registration, program promotion, petty- cash, program budgeting, and purchasing of supplies.
- · Support the ECD, AIDP, and FDP teams through presentations and education.
- Provide assistance when needed in agency programs such as, but not limited to; Building Healthy Relationships with Our Children, Hasé, ECD Drop-in programs, new parents groups, father involvement programs, Aboriginal Mother Goose programs and Elders' teachings sessions.
- Participate in agency events and planning such as, but not limited to; Annual Mini-Teaching Pow-wow, Aboriginal Day Celebrations, Welcome Home Ceremony, Family Nights, and Family Christmas Gathering.

- · Adheres to the policies and standards of *Spirit of the Children Society*, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- · Participate in team meetings, agency meetings, professional and cultural training deemed necessary for this position.
- · To maintain a healthy and safe environment. Comply with WCB health and safety standards.
- · Maintain health records and administer first aid and medications as required. Observe and remove potential hazards. Report all incidents of suspected child abuse and follow organizations procedures and government legislation.
- · Comply with all legal and licensing requirements.
- · Assist ECD Program Manager with administration tasks as needed such as: proposal writing and grant reporting.

QUALIFICATIONS:

Education and Experience

- One year recent related experience working with children and youth who have developmental delays, their families and other professional is preferred.
- A diploma in child and youth care, social work, or in a related human or social service field and three years recent related experience working with children and youth who have developmental delays, their families and other professional is required.
- Direct program delivery experience in the community social service sector with a demonstrated working knowledge of family centered care, early intervention, child development, and community-based programs required.

Skills and Attributes

- Well-developed assessment skills, supportive counselling and solid advocacy skills and the ability to foster strong relationships with families and community professionals.
- An outgoing, energetic individual who has an excellent understanding of Aboriginal culture and traditions.
- Strong interpersonal skills, good organization, time and general management skills. Excellent oral and written communication skills.
- Reliable transportation and hold valid BC driver's license.
- Knowledge of Aboriginal communities, organizations, and service providers within Circle 6.
- · Current and valid Driver's License and willing to obtain business insurance and liability coverage.
- · Driver's Abstract required.
- · Criminal records check required

ADDITIONAL INFORMATION:

All workers must be aware of the potential for allegations to be brought against them by clients and therefore, must conduct themselves in a manner where behaviours/actions cannot be misinterpreted. Workers are required to take precautionary measures and to follow safety guidelines to ensure their safety. Workers must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines to ensure their safety.

Workers must maintain confidentiality, undergo annual successful criminal record checks, and to be sensitive to diversity among clients, co-workers and the community.

Job Type: Full-time

Salary: \$48,000.00-\$50,000.00 per year