



Aboriginal Infant Development Program Waitlist Worker

Spirit of the Children Society – New Westminster, BC V3M 1B4

Job description

JOB TITLE: AIDP Waitlist Worker

The Aboriginal Infant Development Program (AIDP) and Aboriginal Supported Child Development (ASCD) Program are holistic community-based programs that provide culturally appropriate support services to Aboriginal children who require additional support and to encourage families to care for their children with developmental delays and disabilities and ensure their children are meeting their developmental milestones. The AIDP/ASCD Waitlist Worker is primarily responsible for assisting families on our AIDP/ASCD waitlist; assessing program eligibility and working with the families to set individualized activities and plans for children and their families. This individual must drive in order to provide a home visit service as well as work with related agencies and professionals to make referrals. This individual must be able to work independently, maintain a client caseload and facilitate group programs for families on the waitlist.

KEY DUTIES AND RESPONSIBILITIES:

- Build professional supportive relationships and rapport with the parents and extended family of the children referred and to practice holistic, strength-based principles.
- Promote and work in collaboration with families and childcare providers and support traditional cultural teachings and practice for our families, agency, and community, to ensure the effective inclusion of children who require extra support. To facilitate the development and implementation of individual service plans for children that reflect the choices and priorities identified by their families.
- Facilitate and make home visits with children to assess their eligibility for AIDP and/or ASCD program support. Administer ASQ Screening and plan with parents an ongoing program to stimulate or enhance optimum development. Monitor progress with the process of Individual Planning, including assessment, planning, implementation, and evaluation of Support Plans with families, childcare providers, and relevant professionals.

- Maintain professional standards and administer developmental screening and assessments, write reports and recommendations as needed. Determine with families and childcare providers the appropriate and required types and levels of support to be provided using the Support Guide or equivalent tool. Support capacity building, establish relations with, and liaise with the Circle 6 (Burnaby, New Westminster, and Tri-cities) communities.
- Facilitate parent education sessions and groups to increase parents' knowledge of children's normal growth and developmental milestones. Discuss with parents the normal range for their child's growth and development and provides information and resources on inclusion and topics relating to children who require additional support and general child development through direct support, workshops, and presentations.
- Use cultural traditional practices that focus on the mind, emotion, body, and spirit and recognize family strengths and assets.
- 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.
- Develop and maintain resource library for community caregivers and parents. Strengthen and support families in their role as decision makers on behalf of their children and themselves. Liaise between families, childcare providers, and government about programs, eligibility, and resources available to support children.
- Provide information, resources, and suggestions to support the implementation of strategies and activities to meet goals and objectives of the ISP. Participate in on-going evaluations of plans, goals, and objectives. Provide or facilitate child specific training when needed.
- Maintain liaison with other health and social service professionals and professionals who work with Aboriginal families, such as, but not limited to: Elders, Physical therapists, Public Health workers, Occupational therapists, Speech and language pathologists and vision consultants.
- 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. Make appropriate referrals for further assessment and or support or counseling to other agencies or professionals as necessary.

- Support childcare settings to develop and implement inclusive philosophies, practices, policies, and procedures. Contribute to monitoring and evaluation of all aspects of service to maximize effectiveness.
- Provide parenting support or information in areas such as nutrition, education, safety, injury prevention, play, reading, music, bonding and attachment and ways.
- 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 a healthy and safe environment. Comply with WCB health and safety standards.
- Participate in team meetings, agency meetings and training deemed necessary for this position.
- Report all incidents of suspected child abuse and follow organizations procedures and government legislation. Follow the Child Abuse Protocol and the General Safety Guidelines.
- 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.
- Assist Early Years Program Manager with tasks as needed which contribute to the effective management and administration of Supported Child/Infant Development Program.

QUALIFICATIONS:

Education and Experience

- Infant development certificate or diploma required diploma level ECE Certification, including Special Needs and Infant Toddler Certification or equivalent. – CYC, FNCYC, ECE.
- First Aid and Food Safe.
- Minimum of 3 years' experience in IDP, SCD or related ECD work with home visiting or related ECD work.
- Working knowledge of the stages of early childhood development stages and the impact of disability and delay on growth and development; and assessment tools.

- 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.
- Experience in establishing relationships and working collaboratively with community members and related organizations.

Skills and Attributes

- Strong organizational skills, ability to multi-task in a dynamic working environment; self-motivated personality; ability to work independently and as a team player.
- Excellent understanding and knowledge of Aboriginal culture, traditions and socio-economic issues affecting urban Aboriginal families.
- Knowledge and experience of group process and facilitation techniques.
- Well developed interpersonal skills, supportive counseling, and advocacy skills.
- Well organized, good time and general management skills. Excellent oral and written communication skills.
- Effective teamwork skills.
- Ability to work independently and possess a self-motivated personality.
- Strong organizational skills and ability to multi-task in a dynamic working environment.
- Ability to maintain a positive, professional, non-judgmental, and confidential attitude.
- Ability to reflect on and improve professional practice.
- Reliable transportation and hold valid BC driver's license and clean driving record (Driver's Abstract required) and willing to obtain business insurance and liability coverage.
- Basic computer skills, including Microsoft Word, and Outlook.
- Driver's Abstract required.
- Criminal records check required.

If lack of capacity is an issue, then educated candidates who have excellent qualifications, who may not meet all the qualification requirements, may be considered for mentoring into this position. A mentored candidate will have two years to reach the required educational milestones and qualifications outlined by the Early Years Program Manager.

ADDITIONAL INFORMATION:

Spirit of the Children Society aims to significantly improve Indigenous employment within our society and enhance opportunities for Indigenous peoples. Per the Canadian Human Rights Commission's *Aboriginal Employment Preferences Policy*, preference may be given to Indigenous applicants. Please self-Identify in your application materials.

Job Types: Full-time, Permanent

Pay: \$48,000.00-\$49,000.00 per year

Schedule:

- Monday to Friday

Education:

- DCS / DEC (preferred)

Work Location: In person