



Program Aide, Supervised Access Program (BOFT)

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

Job description

Program and Transportation Aide

JOB TITLE: Program and Transportation Aide

REPORTS TO: Program Manager and/or Executive Director

JOB SUMMARY:

The Transportation Aide works as a staff member of the Bringing Our Families Together (BOFT) Program and provides transportation for MCFD referred children to and from supervised visitation. This position will also provide back-up and support to supervised visits as directed by the Program Facilitator and/or Program Manager.

DUTIES AND RESPONSIBILITIES:

- Promote and support traditional cultural teachings and practice for our families, agency, and community
- Ensuring effective operations, including emergency procedures, and procedures for clients in crisis
- Provides transportation for the visitation supervision for families and their children as assigned by the Program Facilitator.
- Provides transportation using company car for MCFD referred children to and from supervised visitation as assigned by the Program Facilitator.
- Create educational materials and activities to be used in identifying and eliminating barriers that families with children in care face during supervised visits
- Practices safe driving at all times using appropriate car seats as needed and required by law.

- Communicates with Program Facilitator and Program Manager regarding all incidents and accidents.
- Develop effective working relationships and partnerships with co-workers, community members, and representatives' bands and communities.
- Reports any abuse or neglect to the Program Manager and Program Facilitator.
- Maintains business travel records and submits documentation to the Program Facilitator monthly.
- Commits to attending applicable program meetings, file days and in-service trainings as directed by the Program Manager and/or Executive Director.
- Reviewing and analyzing existing systems, making recommendations, and implementing new systems
- Other administrative duties as required

Program Support:

- Generate monthly and weekly reports as needed.
- Managing Database system and data entry
- Filing and updating database to ensure accuracy of contracts
- Clerical support to Program Facilitator and Program Manager such as typing reports, schedules, and visuals

CULTURAL PRACTICE:

- Promote and support traditional cultural teachings and practice for our families, agency, and community.
- Utilize traditional Indigenous practices that focus on the mind, emotion, body, and spirit; recognize family strengths and assets
- Participate in agency event planning such as: Annual Mini-Teaching Pow-wow and Family Christmas Gathering.
- Act as a positive role model for our children, youth, their families, our community, and our community partners.
- Support families to advocate for themselves and their family members.

- Act as a positive advocate for good processes with, and for, families; ensure families are aware of their rights, have access to relevant information that affects them; are able to participate in relevant processes; and have a voice in the decisions that affect them.

QUALIFICATIONS:

Education and Experience

- Minimum 2 years experience in office administration, preferably in the non-profit or public sector.
- Excellent computer skills in word processing, spreadsheets, database management, internet, and email on Windows platform. Knowledge of Board maker is an asset.
- Class 5 BC Drivers License is a requirement.
- Child Passenger Safety Educator certification an asset
- First Aid
- Criminal Records Check.
- Clean Drivers Abstract

Skills and Attributes

- Excellent oral, written, and interpersonal communication skills.
- Strong organizational skills, ability to multi-task and prioritize in a dynamic work environment, excellent problem solving abilities, ability to work independently and as a team player.
- High degree of professionalism and comfort setting professional boundaries.
- Demonstrated ability to exercise sound judgment, sensitivity, and confidentiality.
- Experience working with program statistics and reports a strong asset.
- Knowledge of Aboriginal communities, organizations and service providers within the Circle 6 area (or willingness to learn)

TERMS OF EMPLOYMENT:

Full Time position.

The hours for this position will vary. Must be available to work afternoon-early evening shift and Saturdays

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.

This position will be exposed to a high level of noise and distractions from children. Direct delivery may include moderate physical activity involving walking, standing, bending, and lifting. A doctor's note deeming the individual as healthy to be suitable for this position may be a job requirement.

Job Types: Full-time, Permanent

Pay: \$44,000.00-\$46,000.00 per year

Flexible language requirement:

- French not required

Education:

- AEC / DEP or Skilled Trade Certificate (preferred)

Work Location: In person