



**Spirit**  
OF THE CHILDREN SOCIETY

## **ASCD Guide**

### **JOB SUMMARY:**

The Aboriginal Supported Child Development Program is a community-based program that provides culturally appropriate support services to Aboriginal children who require additional support due to developmental delays. The Aboriginal Supported Child Development Guide is responsible for assisting Aboriginal families and childcare providers to ensure 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 (include but not limited to):**

- Promote and support traditional cultural teachings and practice for our families, agency, and community.
- Works in collaboration with families and childcare providers to promote and support development and to ensure the effective inclusion of children who require extra support. Facilitate the development and implementation of individual service plans for children that reflect the choices and priorities identified by their families.
- Facilitate the process of Individual Planning, including assessment, planning, implementation, and evaluation of Support Plans with families, childcare providers and relevant professionals while maintaining professional standards.
- Develops, locates, and provides information and resources on inclusion and topics relating to children who require additional support and general child development through direct support, 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.
- Strengthen and support families in their role as decision makers on behalf of their children and themselves.
- Support childcare settings to develop and implement inclusive philosophies, practices, policies, and procedures.



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- Complete documents, observations, and assessments as necessary to determine eligibility for ASCD Program. Assist families in selecting appropriate childcare settings of their choice.
- 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.
- 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.
- 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.
- Support and facilitate transitions to other programs including Kindergarten and to other communities.
- Liaise between families, childcare providers, and government about programs, eligibility, and resources available to support children.
- 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.

## QUALIFICATIONS:

### Education and Experience

- Required diploma level ECE Certification, including Special Needs and Infant Toddler Certification or equivalent.
- Preferred enrolment in/completion of the Infant Development/Supported Child Care Consultant Certificate or Diploma.
- If the candidate does not have a Supported Child Development certificate or diploma, he or she must be willing to work toward gaining this qualification.
- Minimum of 3 years experience in SCD or related ECD work with home visiting.
- Preference for candidates with experience working with Aboriginal children and families.
- 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.



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

## **Skills and Attributes**

- Excellent understanding and knowledge of Aboriginal culture, traditions and socio-economic issues affecting urban Aboriginal families.
- Ability to maintain a positive, professional, non-judgmental attitude and strict adherence to agency confidentiality policies.
- Strong organizational skills, ability to multi-task in a dynamic working environment; self-motivated personality; ability to work independently and as a team player and demonstrated practical experience in exercising independent judgment and initiative.
- High level of understanding about child development and the impact of disability and delay on growth and development.
- Knowledge and experience of group process and facilitation techniques.
- Ability to reflect on and improve professional practice.
- Well-developed interpersonal skills, supportive counseling, and advocacy skills.
- Well organized, good time and priority management skills. Excellent oral and written communication skills.
- Basic computer skills, including Microsoft Word, and Outlook.
- Knowledge of Aboriginal communities, organizations, and service providers within North Fraser area.

## **TERMS OF EMPLOYMENT**

This is a full-time position (Contract)  
Contract renewal annual, based on secured funding

**Wage: 50000-52000/ Year (35 hours per week)**

## **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. Resume and letter of interest to [c.quinlan@sotcs.ca](mailto:c.quinlan@sotcs.ca)