



Spirit
OF THE CHILDREN SOCIETY

JOB TITLE: Aboriginal Infant Development Guide

JOB SUMMARY:

The Aboriginal Infant Development Program is a holistic program and works in partnership with parents and/or caregivers to develop useful strategies to promote healthy child development. This position is primarily responsible for setting individualized goals and activities for children and their families during home visits, work with related agencies and professionals, and be able to work independently, maintaining a client caseload. Group/program facilitation is required. Through outreach visits, the AIDP Guide will provide developmental and resource information, assessment, referrals, and support for families of the program.

REPORTS TO: Early Years Program Manager

KEY DUTIES AND RESPONSIBILITIES:

- Promote and support traditional cultural teachings and practice for our families, agency, and community.
- Build professional supportive relationships and rapport with the parents and extended family of the children referred to the AIDP program
- Practice holistic, strength based principles.
- Make home visits with infants to preschool aged children to assess their development and plan, with parents, an ongoing program to stimulate and/or enhance optimum development and monitor progress.
- Use cultural traditional practices that focus on the mind, emotion, body and spirit and recognize family strengths and assets.
- Administer developmental screening and assessments such as but limited to: Nippissing, Developmental Assessment of Young Children-2, Assessment Evaluation Programing System, Ages and Stages, Ages and Stages Social Emotional Questionnaire's and write reports and recommendations as 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, and Speech and Language Pathologists. Maintain good relations with referral services such Aboriginal Health and Hospital Liaison Worker and Hospital Social Workers.
- Make appropriate referrals for further assessment and or support or counseling to other agencies or professionals as necessary.
- 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 assist them to take responsibility for enhancing the development of their children and to develop effective and caring parenting skills, which respect local traditional values and culture.
- Facilitate parent education sessions and groups including but not limited to: Prenatal, Postnatal and Infant Massage to increase parents' understanding of post-partum depression, Sudden Infant Death Syndrome, Shaken Baby Syndrome, sibling relationships, partner relationships, stress management, bonding and attachment and self-care, incorporated with the Seven Sacred Teachings and Medicine Wheel Teachings.
- Be a resource person for community baby clinics, prenatal and postnatal classes, parenting groups to discuss child development and positive parenting practices. Encourage parent participation in these groups.



Spirit

OF THE CHILDREN SOCIETY

- Ensure that all services are delivered in accordance with the Provincial Aboriginal Development Program Policy and Procedures Manual with respect to their own caseload.
- Be a resource person to parents and blend culturally traditional and modern parenting practices.
- In coordination with the ECD Teachers, provide parenting support or information in areas such as nutrition, education, safety, injury prevention, play, reading, music, bonding and attachment and ways of enhancing early brain development.
- Maintain cultural literacy kits, book and toy lending resource library
- 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 development and cultural trainings deemed necessary for this position.
- Responsible for individual client scheduling, program expenditures and maintain accurate petty cash.
- Maintain an appropriate record and information system. Prepare program annual reports and provide accurate data when needed to maintain the Service Indicator Reporting Framework (SIRF). 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.
- Maintain health records and administer first aid and medications as required. Observe and remove potential hazards. Report all incidents of suspected child abuse and/or neglect and follow the organization's procedures and government legislation.
- Comply with all legal and licensing requirements
- To maintain a healthy and safe environment. Comply with WCB health and safety standards
- Assist Early Years Program Manager with administration tasks as needed, such as: assisting with proposal writing and grant reporting.

QUALIFICATIONS:

Education and Experience

- Infant development certificate or diploma – CYC, FNCYC, ECE.
- Aboriginal ECE Special Needs/Infant Toddler Diploma
- First Aid and Food Safe.
- Minimum of 3 years' experience in IDP or related ECD work.
- Working knowledge of the stages of early childhood development stages; 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.



Spirit
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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.
- Basic computer skills, including Microsoft Word, and Outlook.
- Knowledge of Aboriginal communities, organizations, and service providers within Circle 6.
- Reliable transportation and current and valid BC 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.

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 children.

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. Spirit of the Children is in New Westminster, BC.

Successful consideration with submission of both Cover Letter and Resume.

Job Types: Full-time, Permanent

Pay: \$28.50-31.65/ Hour

Benefits: Dental/Medical Benefits after probation period (6 months)



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Company events
Extended health care
Paid time off
Flexible language requirement:

French not required

Schedule:
Monday to Friday
7 hours per day (between 8:30am-4:30pm)

License/Certification:

BC drivers license (required)

Work Location: In person
#201 – 768 Columbia St New Westminster, BC, V3M 1B4

TO APPLY:

Send an email with your cover letter, resume and 2 references to t.bell@sotcs.ca

Candidates of Indigenous ancestry strongly encouraged to apply; please self-identify in your cover letter.

Posting open until position is filled.