



Fraser River Indigenous Society

We recognize the traditional territories of the Katzie and Kwantlen First Nations. We respectfully acknowledge the many nations who are represented by the urban First Nations, Metis, an Inuit population in the Fraser Valley and Metro Vancouver Areas whom we serve.

Program:	Supported Family Access Services
Position:	Access Program Aide
Contract:	35 hours weekly, Tuesday - Saturday
Location:	Pitt Meadows/Maple Ridge

POSITION SUMMARY:

To provide a safe and cultural relevant space for the purpose of visitation. The Program Aide supports and monitors the environment to promote a safe child focussed visit. This position will work collaboratively within the Support Access Worker and Elder/knowledge keeper. This position requires a high level of childcare experience and aids in the transportation of families to visits.

REPORTS TO: Family Development Programs Manager

COMPETENCIES: Indigenous Centred Approach, Empathy, Organization, Problem Solving, Communicate Effectively, Inclusive, Behave Ethically

QUALIFICATIONS:

- Post-secondary education in related Human/Social Services and 2-year recent experience working in family, child, and youth services. An equivalent combination of education and related experience may be considered
- Experience collaborating with Indigenous peoples (First Nation Communities, Metis, and Inuit) and knowledge and appreciation of the diversity of practice in culture
- Demonstrated knowledge of client outcome measurement, client information management and client file management
- Demonstrated knowledge and understanding of the socio-economic and cultural background of the service population
- Well-developed communication and interpersonal skills.
- Must be able to work as a team member and lend support to employees of FRIS Supported Family Access and Family Strengthening Program
- Strong organizational skills and the ability to work independently
- Demonstrated ability to use a variety of computer software including Office 365.
- Subject to flexible work hours (days, evenings, and weekends) as well as flexible work location/environment within the region
- Clear Criminal Record Check, including vulnerable sector search.
- Communicate clear guidelines and instructions
- Demonstrate active listening skills and non-judgemental language



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- Experience with conflict resolution techniques
- Basic knowledge of the CFCSA Child welfare Act
- Experience with modeling positive Child Behavioral techniques.
- Demonstrates flexible and adaptable mediation skills for group setting
- Current First Aid certification will be required, speciality with child First Aid and asset
- Must have a valid Class 5 driver's license, own reliable vehicle and or have access to public transportation

KEY RESPONSIBILITIES/DUTIES:

- Resolve conflict situations
- Support children's visits with parents/extended Family or Siblings to ensure a safe and secure space as well as the child's safety
- Maintain program statistics for purposes of evaluation and research
- To provide support at Access room or space, with the child/ren and or youth with their parents, family members and/or significant others
- To organize and support the facilitation of department programs such as Bringing Tradition Home, Women's and Men's circles, or other FRIS functions.
- To provide a comfortable and safe environment setting for visits
- To provide administration support and front desk back-up
- To provide transportation for access visits when required
- To liaise with caregivers/foster parents to plan visits dates/times/
- To assist with shopping and food preparation
- To provide age and developmentally appropriate toys and cultural activities
- To develop positive relationships with children, youth, and parents in a non-judgmental manner
- To ensure the confidentiality of all information and materials relating to all clients, personnel, volunteers, and the business of FRIS
- To demonstrate and understanding and belief in collaborative communications and teamwork
- Responsible for monthly stats and reports to the FD manager and other reporting duties as required by the funder
- Supporting on Weekends as needed
- Delivery of feedback forms
- Other duties as needed