



# 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 Assistant  
**Contract:** 35 hours weekly  
**Location:** Pitt Meadows/Maple Ridge

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## **POSITION SUMMARY:**

The Supported Family Access program provides a safe and cultural relevant space for children to have access to their parents. The Access Assistant schedules and facilitates visits to and from our centre and creates a safe child focused environment. This position collaborates with the Supported Access Worker and Elder/knowledge keeper to provide children comfort and security during a transition period in family dynamics.

**REPORTS TO:** Family Development Programs Manager

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

## **QUALIFICATIONS:**

- Diploma or certificate in Community Social Services or related discipline and 1-year experience or equivalent combination
- Experience working with Indigenous peoples (First Nation people, Metis and Inuit) and knowledge and appreciation of the diversity of practice in culture
- Knowledge and understanding of the socio-economic and cultural background of the Indigenous populations
- Basic knowledge of the CFCSA Child welfare Act
- Well-developed communication and interpersonal skills
- Demonstrated active listening skills and non-judgemental language
- Strong organizational skills and the ability to work independently
- Experience with conflict resolution techniques
- Ability to work as a team member and lend support to employees of FRIS Supported Family Access and Family Strengthening Program
- Ability to work a flexible work schedule (days, evenings and weekends)
- Proficient in Microsoft Office 365, E-mail, Internet
- Valid Class 5 BC drivers licence with minimum 5 years driving experience
- Driver's Abstract must reflect reliable and safe driving practices
- Criminal Record check and review is a requirement for all employees of FRIS
- Valid First Aid certificate within 90 days of employment



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## KEY RESPONSIBILITIES/DUTIES:

- Support the Supported Family Access program to provide services to families
- Create a comfortable and safe environment setting for visits to occur
- Schedule and facilitate Access visits
- Provide transportation when required
- Liaise with caregivers/foster parents and families to plan visit dates and times
- Assist with shopping and food preparation
- Assist with obtaining age, developmental and culturally appropriate toys, resources and activities
- Honour and role model traditional teaching and culture
- Develop positive relationships with children, youth, parents and caregivers.
- Ensure the confidentiality of all information and materials relating to all clients, personnel, volunteers and the business of FRIS
- Intervene with the parent and/or child who demonstrates inappropriate physical or verbal behaviors, model and promote favorable parenting patterns
- Responsible for monthly stats and reports to the FD manager and other reporting duties as required by the funder
- Delivery of feedback forms to MCFD

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FD Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_