

# Fraser River Aboriginal Society

## Job Description

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<b>Program:</b>	<b>Early Years</b>
<b>Position:</b>	<b>Aboriginal Supported Child Development Consultant (ASCD)</b>
<b>Contract:</b>	<b>Permanent Full Time (35 Hrs/wk.)</b>
<b>Reports to:</b>	<b>Early Years Program Manager</b>

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### **POSITION SUMMARY:**

The Aboriginal Supported Child Development (ASCD) Consultant provides SCD services to support First Nations, Metis and Inuit children and families to reach their full potential, through a strengths-based, holistic and culturally responsive approach to ensure they are included within their childcare, preschool or community care setting. There is a focus on the health, intellectual, emotional, physical, and spiritual well-being for children from birth to age 19 residing in Pitt Meadows, Maple Ridge and Katzie First Nation. The ASCD Consultant provides services to children who require extra support in the following areas: physical development, cognitive development, communicative development, social/emotional development, and behaviour. Facilitates linkages to appropriate, relevant service and resources to the child and family. Will work independently to maintain a client caseload and group/program facilitation as required.

### **QUALIFICATIONS:**

- University Degree in Child and Youth Care, Early Childhood Education, Special Education, or related field (e.g. child and youth care, psychology, social work, education), and minimum two years' experience in inclusive child care settings, or equivalent combination of relevant education and related experience
- Experience and knowledge of Indigenous culture, traditions, history and issues and the ability to work respectfully with Aboriginal people
- Knowledge of communities and community partners within Maple Ridge and Pitt Meadows, knowledge and experience in working with land-based communities
- Ability to develop and maintain a warm, caring, responsive relationship with children and families
- Ability to establish and maintain supportive, collaborative relationships with families, workers, and other professionals in partnership with other programs and resources
- Ability to negotiate and mediate in decisions regarding support and funding
- Experience with caseload management, report writing and writing funding proposals
- Ability to identify childcare plans for children with special needs and to identify the extra supports required in a childcare setting
- Ability to communicate effectively, both verbally and in writing
- Ability to establish priorities and organize workload
- Knowledge of group processes and ability to apply facilitation techniques
- Physical ability to carry out the duties of the position
- Outgoing, energetic individual with strong organizational skills; self-motivated personality; ability to work independently and as a team player

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- Practice confidentiality, positive; client-centered; and non-judgmental
- Knowledge of the principles and processes related to advocacy and ability to advocate
- Demonstrated budget and financial management skills
- Criminal Record Check with Vulnerable Sector Screening is a
- Valid First Aid certificate, Infant CPR
- Valid Class 5 BC drivers' licence (Driver's Abstract required) and own reliable transportation
- Willing to obtain business insurance and liability coverage

### **KEY RESPONSIBILITIES/DUTIES:**

- Identifies necessary adaptations to childcare centres and other environments to include children with special needs
- Identifies additional team service needs and assists with appropriate referrals
- Develops, with the parent and care providers, a plan of supports for the child
- Responsible for recording all visits and ensuring that parents and professionals involved with the child are provided with appropriate documentation
- Provides information to family on how to choose inclusive, quality childcare settings
- Assists with transition planning when there are changes in: childcare funding; childcare setting or from preschool to school
- Administers formal and informal developmental assessments as developed
- Recommends additional supports and service deliverables with the childcare providers
- Monitors contract deliverables, child attendance in childcare/community settings to develop and implement inclusive philosophies, practices, policies, and procedures
- Provide opportunities for parents to meet other families to address common needs and interests
- Conduct, review, and develop observations and formal/informal assessments
- Assist as requested by families with the development of plans that identify areas of focus for the child, family and/or neighborhood settings
- Determine with families, community partners and/or neighborhood settings the appropriate levels of support for individual children
- Implement established Society policies and practices in all aspects of service delivery
- Maintain appropriate records and prepare written and oral reports
- Contribute to the monitoring and evaluation of all aspects of service within the team
- Plan and implement personal and professional development activities
- Actively participate as a team member to the creation of a supportive, dynamic environment
- Comply with WCB health and safety standards to maintain a healthy and safe environment; Covid-19 safety plan and willing to participate on Health and Safety committee
- Strick adherence to professional conduct and to policies and standards of FRIS