

# Fraser River Indigenous Society

## Job Description

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<b>Program:</b>	<b>Early Years</b>
<b>Position:</b>	<b>Aboriginal Infant Development Program (AIDP) Consultant</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 Infant Development Program (AIDP) Consultant provides AIDP services to support First Nations, Metis and Inuit families with infants/children who are at risk, or who have developmental delays, to reach their full potential, through a strengths-based, holistic and culturally responsive approach. There is a focus on the health, intellectual, emotional, physical, and spiritual well-being of children from birth to five years residing in Pitt Meadows, Maple Ridge or as requested from Katzie First Nation members. Consultants may work in a variety of settings; much of their work is a home-based service, providing support to families using a family centered approach. Will be responsible for assessments and for setting individualized activities for children and their families during visits; will work with related agencies and professionals and will work independently to maintain a client caseload. Group/program facilitation as required.

**KEY COMPETENCIES:** Adaptability, Build Relationships, Communication, Innovation, Teamwork, Plan, Solve Problems, Think Strategically

### **QUALIFICATIONS:**

- Degree in related Early Childhood Development field or related field (e.g. nursing, education, psychology, social work) and minimum two years' experience in IDP or IIDP, 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 Indigenous people
- Knowledge of communities and community partners within Maple Ridge and Pitt Meadows or the willingness to learn
- Knowledge and experience in working with land-based communities
- Outgoing, energetic individual with strong organizational skills; self-motivated personality; ability to work independently and as a team player
- Strong work ethic and positive team attitude, proactive when dealing with conflicts and problem-solving skills
- Demonstrated professionalism through diplomacy, ethical decision making and accountability
- Proven time management skills with ability to multitask and prioritize work
- Practice confidentiality, positive; client-centered; and non-judgmental
- Excellent oral and written communication
- Must have knowledge of, and commitment to, the principles and practices of family centered care

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- Must develop competency in principles and techniques of early intervention in working with families and developmentally delayed children
- Must relate well with families one on one, co-workers, other professionals
- Must be able and willing to work in partnership with other programs and resources
- Knowledge of group processes and ability to apply facilitation techniques
- Physical ability to carry out the duties of the position
- Demonstrated ability to use a variety of software Microsoft Office 365, E-mail, Internet, data bases
- Criminal Record Check with Vulnerable Sector Screening is a requirement of all employees of FRIS
- 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:

- Provide integrated support services to Indigenous Families with a focus on developmentally delayed children; ages 0 – 36 months
- Assess infant/child using developmental screening and assessment tools, support parents in learning about their infant's education, social, or health needs
- Services provided may include home visits, pre-school, individual and group programs
- Maintain reporting requirements and ongoing training in administering assessment tools
- Keep ongoing, accurate client records; submit monthly and yearly reports with summary stats
- Make home visits with infants to pre-school aged children to assess their development and plan with parents an ongoing program to stimulate or enhance optimal development and monitor progress
- 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
- Be a resource person to parents and blend traditional and modern parenting practices
- Maintain liaison with other health, social service professionals and community resources
- Make appropriate referrals for further assessment and or support or counseling
- Increase community awareness of the needs and potential of children by discussion with community leaders and groups and with parents
- Maintain professional development through ongoing IDP in-service education
- Ongoing cooperation and work within a multi-disciplinary team or networking with other related or support fields to promote health, wellness, mental health, safety, nutrition, dental care, immunization program, breastfeeding, family planning, behavior management, relationship issues, addictions and other factors that affect the environment of the child in his family home
- Must have the physical capability to lift program equipment, toys and supplies for program delivery in the various communities
- Contribute to Health Fairs, Education Fairs, National Day of the Child, National Indigenous Peoples Day Celebration, and others as required
- Workers are required to take precautionary measures and to follow safety guidelines to ensure safety. Workers must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines to ensure their safety

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- 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
- Workers must maintain confidentiality, undergo annual successful criminal record checks, and to be sensitive to diversity among clients, co-workers, and the community
- Strick adherence to professional conduct and to polices and standards of FRIS

**Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_