

## JOB DESCRIPTION

### URBAN ABORIGINAL EARLY CHILDHOOD DEVELOPMENT OUTREACH LIAISON WORKER

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#### **Summary**

Under the direction and supervision of the Family & Health Services Team Lead and Executive Director, the Early Childhood Development Outreach Worker provides direct client service to assist urban Indigenous families in providing safe, nurturing environments for their children from pregnancy through the early years. The Outreach Worker will provide Early Childhood Development support and information to families in their homes, in community or at the Friendship Center, building upon existing parenting skills, reducing isolation, encouraging and assisting families to build a community to support them.

#### **Skills and Knowledge**

- This position requires sound judgment, strong written and oral communication skills, and the ability to maintain confidentiality while conveying information.
- Early Childhood Education certification and/or training, front line experience working with parents/caregivers, and knowledge of childhood development are preferred
- Previous experience with file and case load management, proficiency in the use of computers, particularly, Microsoft Word are necessary.
- Ability to manage stressful client related situations as well as own personal work/life balance are essential.
- Excellent knowledge of community resources and childhood development.
- Ability to effectively interact with families building trust and rapport; effective communication skills.
- Knowledge of Indigenous culture and history is an asset
- The incumbent is supportive, seeks new concepts and makes suggestions for improvement, exhibits strong interpersonal skills, is able to display tact, respect and diplomacy and possesses strong time management skills
- Excellent case management skills, stress management, communication skills, flexible, reliable, loyal and excellent relationship building skills.

#### **Mandatory**

- Must possess a valid Class 5 Driver's License and have a reliable vehicle that can be used for work.
- Must provide Criminal Record Check and Drivers Abstract upon selection,
- Must be available to travel and be flexible in hours,

**Salary:** Up to \$37,746.80 annually dependent upon experience and a Benefits Package

**Hours:** Monday to Friday (35 hours week), and occasional evening/weekend as required

**Start Date:** January 31, 2020

**Posting Closed:** January 15, 2020

**Email Cover letter and resume to:** Cyndi Stevens, Executive Director at [cstevens@pafriendshipcenter.com](mailto:cstevens@pafriendshipcenter.com) and Carol Maltais at [cmaltais@pafriendshipcenter.com](mailto:cmaltais@pafriendshipcenter.com)

**Hand deliver to:** 3555 4<sup>th</sup> Avenue, Port Alberni, B.C. V9Y 4H3 Attention: Cyndi Stevens, Executive Director

**Please Note:** Only those selected for an interview will be contacted.