

Employment Opportunity



Skowkale First Nation

Position Title: *Child & Family Advocate*
Position Location: *Chilliwack, BC*
Salary: *Level 5 \$26.39 - \$35.74 dependant on Education & Experience*
Work Term: *Full Time Position*

Position Overview : The Child and Family Advocate purpose is to enhance service provision, provide advocacy and improve accountability through a family centered approach. The Child and Family Advocate focuses on supporting our children and families that need assistance navigating government systems, programs, MCFD, health, education and legal systems. By providing hands on support and assistance you may include navigating separation, child support process, housing, budgeting, parenting, locating a family physician, supporting families in the Education system to find appropriate support etc.

Responsibilities and Duties:

- Works with and supports to coach families with children in care to provide information and system navigation
- Identify and disseminate existing resources to families
- Discuss concerns identified by families with relevant service providers and explore possible ways to work more effectively
- Assist families with applying for and accessing any programs/ services they require.
- Assist families with accessing referred services by assisting with appointments, reminders, coordinating transportation, providing information from therapist etc.
- Teach/ inform families of their rights, roles and responsibilities
- Teach and inform families as they navigate the complexities of systems to ensure they have access to the services they need
- Teach families and empower them through strength-based approach that builds upon their resiliency
- Acts as a lead resource to coordinate the development and implementation of culturally relevant family service plans that respond to the needs of vulnerable families and children
- Support and assist with any Family Case Planning conferences, and Family Groups Conferences with outside agencies like MCFC, Xyolhemeylh and FVACFSS etc.
- Support extended family to participate in the development and implementation of family planning
- Support and participate in Integrate Case Planning meetings with service professionals where families have multiple/ complex
- Assist vulnerable families with complex needs to navigate service delivery system and access the services they need
- Responsible for report writing including case notes, quarterly reports, tracking and recording service hours, maintain statistical records of types of referrals made to outside agencies and other types of information required.
- Administrative duties that include filing, photocopying, phone calls, schedule meetings, booking rooms, and organizing catering, recording minutes, take attendance, etc.
- Other duties or responsibilities as assigned by your supervisor, Manager, Director

Knowledge, Skills, and Abilities

- Knowledge of Child and Family Services legislation and practice standards or the ability to develop this understanding quickly as knowledge of how Ministry of Child and Family Development and Aboriginal Delegated Agencies deliver services
- Ability to develop strong relationships with leaders, community members, families and children
- Exceptional attention to detail, high level initiative and excellent follow up skills
- Experience and understanding of trauma-informed practices
- Deep understanding of the generational effects of colonialism of Indigenous Families/ Communities
- Knowledge and understanding of facilitation, group process, self help philosophy, promotion of programs and services
- Knowledge, respect and understanding of Stó: lō culture, traditions and language is considered an asset.
- Proficient computer skills including Microsoft Office Applications (Word, Excel, Internet, and Email).
- Excellent verbal and written communication skills.
- Ability to adhere to Oath of Confidentiality and Policies and Procedures.
- Experience working with First Nations community is considered an asset.

Training, Education, Certification, and Experience

- Degree or Diploma in Social Services or related discipline
- Two (2) – Four (4) years in experience in delivery of Social Services associated with Child and Family Services. An equivalent education and experience may be considered.
- Family Support Training and Home Visitor Training & Non-Violent Crisis Intervention are an asset.
- Valid B.C. Class 5 Driver's license and reliable working vehicle

Terms of Employment:

- Employee signs a standard form contract of employment.
 - To ensure the health and safety of all employees and members of the community we have adopted a mandatory vaccination policy
 - If no exemption applies, deductions will be made at source according to law.
 - If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay.
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While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA** and have knowledge of local First Nations traditional customs and practices.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to careers@jouta.com. Position open until filled.