

Currently, we have a position open for:

## Indigenous Child Resource Navigator

**Classification:** Wage Grid Level 12 JJEP

**Permanent Full time:** 35 hrs. (Monday-Friday with occasional evenings or weekends) - This position requires union membership.

**Location:** 200-11830 223 Street and outreach

**Date of Posting:** October 3, 2024

**Closing Date:** until the position is filled.

*Under Section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Indigenous (First Nation, Métis, or Inuit). It will greatly assist us with screening if you refer in your application to your Indigenous identity. Recognizing the impacts of colonization on Indigenous people, it is your choice whether to volunteer information. We will hold your application in the strictest confidence, sharing it only with the hiring panel.*

*We are committed to the principles and practices of an inclusive and equitable employment process. We encourage applicants from communities which are structurally marginalized based on race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression. All qualified candidates are encouraged to apply. Only applicants shortlisted for interview will be contacted.*

### POSITION SUMMARY

The Indigenous Child Resource Navigator provides support and will act as a primary contact for First Nations, Métis and Inuit families with children and youth with support needs aged 0 – 19 years and support them to access needed CYSN programs and services. This will include working in partnership with families, MCFD, and other providers of CYSN programs and services to support an integrated and accessible range of programming that meets child, youth, and family needs. The Resource Navigator will assist families with the planning process, provide information on service access and availability, and coordinate referrals to other CYSN providers.

Work with and include Elders and community to ensure services are delivered in a proactive, responsive, and culturally appropriate manner

Must possess the physical ability to consistently bend, lift, and carry a weight of up to 10kg.

### QUALIFICATIONS:

- Diploma in a related human/social service field
- 1 year related experience working with Children and Youth with Support Needs and their families and other professionals, or an 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
- Strong relationship-building, communication, and facilitation skills

- Advanced understanding of learning concept styles and be flexible to adapt to make changes when needed
- Proven track record with active experience in systems or institutional navigation and advocacy
- 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, self-motivated and proactive when dealing with conflicts and problem-solving skills
- Demonstrated professionalism through diplomacy, ethical decision making and accountability
- Proven time management skills with the ability to multitask and prioritize work
- Completion of a range of workshops on child and youth development and working with families considered an asset
- Demonstrated ability to use a variety of software Microsoft Office 365, E-mail, Internet
- Criminal record checks working with children and vulnerable people is a requirement of all employees of FRIS.
- Valid First Aid certificate, Infant CPR (AED Level C considered an Asset)
- Valid Class 5 BC driver's license (Driver's Abstract required) and own reliable transportation
- Experience working in the Non-Profit sector is considered an asset

## **KEY RESPONSIBILITIES:**

- Linking and brokerage: activities to connect a family, child, or youth to CYSN or related services
- Participate in the coordination of multi-disciplinary or multi-sectoral teams that are provided to a child, youth, or family
- Information and referral: keeping current with information and referrals out to other services and programs, internal or external to the society, which may be useful to the child, youth and/or family
- Provide informed guidance to a child, youth, family/caregivers to facilitate self-determined decision making which supports personal growth, development, or situational change
- Supporting the assessment and establish goals that are in alignment with the individual plans for Children and Youth with Support Needs and their families, where applicable
- Accompany families to appointments as required and assist with coordination of the transportation of the family
- Establish and maintain a referral and intake process and management of waitlist
- Participate in integrated case management processes and in the development and implementation of comprehensive individualized plans for children and youth with support needs and their families, when needed
- Assist families to complete forms and gather required documentation for CYSN and related needs
- Assist with resource allocation, completion of status card applications, and funding forms, including those related to Autism
- Responsible for various monthly and yearly reports

- Responsible for managing and reconcile petty cash
- Provide child and family-specific plans and progress reports as required
- Responsible for collecting and maintaining relevant data, stats, surveys, noted documentation for monthly reports to EY manager and as required by the funder  
Support work for community workshops, Early Years gatherings and program plans
- 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
- All staff must participate in taking care of our spaces by assisting with light cleaning duties including kitchen areas, meeting spaces, reception areas, and other common spaces
- Participate in agency events and activities, as required (NIPD, Truth & Reconciliation/Orange Shirt Day) and other community events required by the organization
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To apply send a cover letter & resume to:

**FRASER RIVER INDIGENOUS SOCIETY**

11830 223rd Street (2nd floor)

Maple Ridge, BC.

V2X 5Y1

Email: [info@frisociety.ca](mailto:info@frisociety.ca)

**Under Section 25 of the Constitution Act and Section 16 (1) of the Canadian Human Rights Act FRIS will give preferences to Indigenous peoples. Only short-listed candidates will be contacted**