

Kermode Friendship Society

Registered with Revenue Canada as a "charitable organization"

4714 Park Ave, Terrace, B.C. V8G 1W1

Phone: 250-635-4906 Fax: 250-635-7696



Position Title

AECD Program Support Worker

Reports To

Kermode Friendship Society AECD Program Coordinator

Summary

The Kermode Friendship Society offers culturally sensitive, quality programs and services to the Indigenous community members and the community at large in the Terrace and Kitimat area. Under the general direction of the Kermode Friendship Society AECD Program Coordinator, the AECD Support Worker will be responsible for providing direct services to Kermode Friendship Society clients.

The Program promotes a community approach to supporting families through a range of services which includes prevention, early intervention, education, training and outreach. The intent is to provide safe, nurturing environments for children, maximize their growth, and enhance their developmental potential.

The Program Support Worker reports directly to the AECD Coordinator and is responsible for the job duties below.

The Worker actively supports and provides services for children from preconception to age 6 and their families.

Job Duties

- Work from a holistic approach in supporting families.
- Do program specific intake and assessments
- Develop individual family service plans
- Plan, prepare, and assist with weekly parent and child drop-in
- Work independently and as part of a team to provide individual clients and families with education, support and assistance.
- Maintain accurate case files and case management plans.
- Prepare and provide monthly client reporting/statistic forms to coordinator.
- Assist in preparation and facilitation of presentations/workshops.
- Assist in planning and participate in annual Kermode Friendship Society activities such as International FASD day, National Indigenous Peoples' Day, National Addictions Awareness Week, and the Kermode Friendship Society Christmas Dinner.
- Educate themselves in Indigenous culture and the issues that affect them.
- Familiarize themselves with child and family community services act.
- Be able to support Indigenous families through personal and parenting crisis
- Educate themselves in FASD and other developmental disabilities.
- Acquire Food Safe certificate
- Acquire First Aid certificate.
- Other duties as required.

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Requirements

- A minimum of Community Social Services Diploma or equivalent in a Social or Human Studies discipline or a combination of experience, education and training related to providing the services
- 1-2 years of direct related experience in working in the
- Knowledge of FASD and its impacts is an asset.
- Food safe Certificate
- Valid Class 5 Drivers license, Drivers abstract
- Demonstrated knowledge of working with marginalized people and their families.
- Provides a clear Criminal Records check
- Sign a code of confidentiality agreement
- Sign an Employees oath for Professional Conduct

Working Conditions

- May require lifting items up to 10 kgs
- Climbing stairs, and getting in and out of vehicles
- Must be able to respond to emergencies and/or dangerous situations quickly
- Desk work including making phone calls, typing, and doing computer data entry.
- Hours of work may vary which could include evenings and weekends.

Reviewed and Accepted by

Employee

Date

Program Coordinator

Date