

EMPLOYMENT OPPORTUNITY

Date:	July 16, 2021	Expiry Date: July 30, 2021
Position:	Indigenous Cultural Family Navigator	Program: Indigenous Cultural Family Navigation
Location:	Upper Island Women of Native Ancestry	Address: #105-1509 Cliffe Ave, Courtenay
Hours:	.7 FTE (24 hrs/wk)	Start Date: ASAP

Job Description:

The overall goal of this position is to build family capacity and navigate the available Cultural and Community supports and services to fit the needs of families. Advocate for families to receive necessary supports and services and increase community awareness and inclusiveness by building cultural connections. Share culturally responsive, developmentally appropriate tools and resources; and offer practical supports to help reduce stress for families and their children. Adhere to the policies and standards of UIWONA, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements. Provide outreach and occasional deliveries to families in the Comox Valley as required. Participate in community meetings and events related to and including UIWONA programs. Follow written and verbal directives from the immediate supervisor, executive director or designate. Perform other related duties as required.

Required Qualifications and Skills:

- Minimum of a Diploma in a related field, and/or a combination of education and related experience.
- 2 years of experience in an outreach environment dealing with parent/child/family concerns.
- Understanding of the impact of trauma on families, and demonstrate Cultural sensitivity working with Indigenous children and families.
- Understanding the importance of a strength-based approach.
- Possess knowledge of group process and facilitation techniques.
- Demonstrated ability to build and maintain successful collaborative relationships.
- Demonstrated ability to work effectively with vulnerable families.
- Capacity and confidence in engaging a range of families and young children, representing language/cultural/socio-economic diversity.
- Ability to work independently and as part of a team.
- Ability to take initiative and be resourceful.
- Excellent time management and organizational skills.
- Proficient written and verbal English communication skills that are empathetic and articulate.
- Basic computer skills, including Microsoft Office 365 Suite.
- Keep ongoing, accurate client records and monthly reports.
- Exhibit professionalism by maintaining confidentiality with respect to families and work.
- Physical ability to carry out the duties of the position.
- Vehicle that meets ICBC annual inspection standards, and valid Driver's License.
- Valid First Aid certificate.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date. Applicants with lived experience are strongly encouraged to apply.

Send resume to: **Kat Hawksby**, Executive Director, Upper Island Women of Native Ancestry, k.hawksby@uiwona.ca