

**URBAN ABORIGINAL EARLY CHILDHOOD DEVELOPMENT OUTREACH LIAISON WORKER**

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**Summary**

Under the direction and supervision of the Family & Health Services Manager 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 Workers provide support and information to families in their homes, in community or at the Friendship Center with the goal of building on 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 similar training and or experience, front line experience working with parents/caregivers, and knowledge of childhood development are preferred
- Front- line experience working with parents/caregivers, and solid knowledge of childhood development are required
- Previous experience with file and case load management, and proficiency in the use of computers, particularly, Microsoft Word are an asset
- Ability to manage stressful client related situations as well as own personal work/life balance
- Excellent knowledge of community and childhood development resources
- 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, and time management skills, and the ability to meet deadlines.

**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:** \$41,860 and Benefits Package

**Hours:** Monday to Friday (35 hours week)

**Start Date:** TBD

**Posting Closed:** July 12, 2022

Email Cover letter and resume addressed to: Cyndi Stevens, Executive Director at [employment@pafriendshipcenter.com](mailto:employment@pafriendshipcenter.com)

Hand deliver to: 3555 4<sup>th</sup> Avenue, Port Alberni, B.C. V9Y 4H3

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