

SACRED WOLF FRIENDSHIP CENTRE



145A-8950 GRANVILLE ST
PO BOX 2041
PORT HARDY, BC
V0N 2P0

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Executive Director
Janet Hanuse
email: edswfc@telus.net
Ph: 250-902-0552

EMPLOYMENT OPPORTUNITY : Permanent 1 FTE

Sacred Wolf Friendship Centre is currently seeking to fill a full-time permanent position for a Early Childhood Development Worker

Hours: 35/week **Salary:** Based on education and experience **Start date:** March 1, 2017

Under the supervision of the executive director, the social worker will support aboriginal families with children aged 0-6 years and families in the Mt. Waddington Region. This job requires strong community engagement skills and sensitivity to and knowledge of the local aboriginal culture.

Duties:

- Manage and Maintain a caseload of clients (Children between 0-6 Years)
- Act as a liaison between parents/caregivers and other agencies as required
- Provide education and programs that promote healthy development of children through workshops or group sessions
- Provide education and information on healthy prenatal development and provide prenatal supports in group or one on one setting
- Facilitate and plan play groups and other workshops that increase cognitive, physical, emotional and social development in children 0-6 years.
- Provide education on health and nutrition workshops (baby food making, vaccinations, child safety, 1st Aide, etc.)
- Work as part of the team for larger community events
- Develop reports and maintain statistics
- Attend training as required- some travel may be expected
- Adhere to Sacred Wolf Friendship Centre Policy and Procedures

Qualifications/skills:

- Minimum Certificate or Diploma in related field or an equivalent experience with good references
- Class 5 drivers' licence, Own transportation
- Familiarity with Microsoft Office: word, excel and publisher
- Strong ability to develop service plans (with client participation) and work plans
- Ability to maintain confidentiality
- Good understanding of the Friendship Centre and the geographic area
- Willing to complete a criminal record check through the Ministry of Justice

Please submit resume and cover letter with three references in person or via email to Janet Hanuse by February 21, 2017 at 4:30pm