

## Children's Health Services Navigator

Part Time (approximately 25 hours per week)

April 1, 2019 – March 31, 2020

(with a possibility of extension)

### Gold River Children's Health Hub

---

#### The Position:

The Vancouver Island West Early Learning Committee (Committee) is seeking an experienced, organized, dynamic individual for the position of Children's Health Services Navigator (Navigator). Under the general direction of the Committee, the Navigator will work out of the Gold River Children's Health Hub (Hub) to:

- identify and map available children's health services;
- identify gaps in children's health services;
- navigate current and future health services for children;
- build relationships with community organizations, service providers, and families throughout the SD84 region
- liaise between children's health services providers and families to facilitate regular communication and service;
- coordinate and schedule all services within the Hub;
- liaise with SD84 (Vancouver Island West) and other agencies around facilities and transportation as required;
- gather information, complete reports (including budgets) and make presentations as required;
- travel to provide outreach to families and communities throughout the SD84 region (Gold River, Tahsis, Zeballos, Kyuquot).

#### The Successful Candidate will:

- have experience building trusting relationships with children and families;
- have local knowledge of family systems and culturally appropriate practices
- have experience liaising with local and regional community services including health services, children's services and others;
- provide a safe and welcoming environment;
- have experience working independently under the general direction of a steering committee, board or the like;
- have an exemplary work ethic, good communication skills and a proven ability to work independently and with others to ensure success;
- commit to supporting the Committee's and Hub's goals and directions;
- attend community and regional meetings as a representative of the Hub;
- engage families, communities and service providers to meet the goals of the Committee and Hub;
- have a demonstrated ability to produce reports, budgets and presentations using standard office software applications and to maintain complete and current records.

#### Essential Qualifications:

- BC driver's license (class 5 or higher) and a clear Driver's Abstract
- Can provide a well maintained vehicle for business use
- Clear Criminal Records check

Interested applicants should submit a letter of application, resume and a list of three references electronically by 4 pm, March 11, 2019, to:

Vancouver Island West Early Learning Committee

E-Mail: [viwhub@gmail.com](mailto:viwhub@gmail.com)

Phone: (250) 283-7108