

Employment Opportunity



INTERNAL/EXTERNAL JOB POSTING FAMILY SUPPORT COORDINATOR

Makonsag Aboriginal Head Start Inc., a licensed child care centre, provides culturally relevant programming guided by the principles of the Aboriginal Head Start (AHS) initiative. Makonsag programming is designed to provide a preschool readiness experience in a licensed setting and offers cultural context embedded at all levels of programming for Indigenous children, their families and community.

POSITION SUMMARY

Makonsag is seeking a Family Support Coordinator to join our team. The Family Support Coordinator reports directly to the Executive Director and supports the delivery of services in the AHS program, in particular to families seeking additional supports and, those who have children with special needs. This includes early learning activities, parent resources and training, information and referral, and linkages to community services. The Family Support Coordinator will contribute to Makonsag by fostering the spiritual, emotional, and intellectual growth of Indigenous children and their families.

Position: Family Support Coordinator

Hours: 37.5 hours/week - 52 weeks/year

Salary: \$25.00 to \$27.00 per hour

Start Date: May 2018

Application closing date: April 22, 2018

Key Duties/Responsibilities

Information and Referral

Responsible for the co-ordination and the provision of educational and support services for young children and parents of higher needs families through their expertise and navigation of resources including:

- Parent Circles
- School systems
- CAS liaison

- Leveraging partnerships with Indigenous Early Years' Service Providers
- Linkages with mainstream Children's Inclusion Support Services

Training and Resources

Provides special needs and sensitivity linkages for staff training, AHS programming and parent circles

Provides information and supports families with links to other early years programs and services including health services, assessment services and recreation programs

Addresses gaps in resources required to support Indigenous children with special needs

Facilitates parent education groups and family programs

Researches, develops and/or acquires relevant program materials, manuals and tools to meet group and individual needs

Ensures cultural sensitivity for Indigenous families

Outreach

Liases and connects with families of Makonsag to understand and support the needs and priorities

Encourages and supports parent leadership and family participation through Parent Circles and Cultural Program planning

Establishes and maintains good communication and professional relationships with families that are family directed, value based, and culturally appropriate

Participates on the Indigenous Early Years Circle (previously the Aboriginal Best Start Circle)

Connects with community Elders to include in activities with staff, AHS program and Parent Circles and establishes a foundation of Elder involvement for cultural connection in the program

Connects with current, past and future Makonsag families to establish needs and priority areas for discussion and education topics

Qualifications and Requirements

- Lived experience as an Indigenous person, and experience working with Indigenous families and/or community organizations
- Strong knowledge of Indigenous culture, language and traditions
- Completion of a diploma or degree in the field of Human Services, Social Work, Education and/or a combination of relevant experience
- Experience (minimum of 3 years) working with children with special needs and high needs families
- Philosophy must be in line with Makonsag's vision and mandate
- Experience in assessing client needs and making referrals to other services as appropriate
- Knowledge, understanding and sensitivity to the needs of Indigenous children and families
- General computer skills (Microsoft suite)
- Good knowledge of Indigenous service providers, as well as non-Indigenous community services and supports for families with children living with special needs
- Demonstrate sound judgment and effective communication

- Experience with budgets and activity reporting processes
- Strong presentation, training and facilitation skills
- Ability to manage confidential information and situations in a professional manner
- Proven ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment
- Enthusiasm, flexibility, dedication, and commitment to children and families
- CPR/ Standard First Aid Certificate, including infant and child
- TB Test
- Police Vulnerable Record Check current in past 6 months
- HEP-B Vaccination recommended

Indigenous candidates are encouraged to self- identify. We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

**Apply: Please note Andrew Fleck Children’s Services has been engaged to provide the recruitment services for this position on behalf of Makonsag. Please forward all applications to: hr@makonsag.ca.
(PLEASE INDICATE MAKONSAG-FAMILY SUPPORT WORKER IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION)**