

United Native Friendship Centre Job Description

Position Title: Healthy Babies/Healthy Children Worker	Date Created: 2012
Job Class 3	Date Revised: April 2020

Immediate Supervisor: Early Learning Program Lead

Position Summary: The Healthy Babies/Healthy Children Worker is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director.

The Healthy Babies/Healthy Children Worker will ensure that the goals and objectives and overall policy of the UNFC are adequately met, providing support to children (0-6) and their families through the provision of holistic and preventive services.

Qualifications:

- Social Services education or Early Childhood Education Diploma
- 1-2 years' experience working in the social services field with Indigenous children and families
- Willing to provide the lay home visiting component of the program
- Experience in the area of prenatal and postnatal care and development
- Excellent computer skills
- Knowledge of the Indigenous culture
- Excellent time management, organization and planning skills
- Excellent written and verbal communication skills
- Ability to work with individuals and facilitate groups
- Must be able to work flexible hours
- Possess valid Class G driver's license and access to vehicle
- Satisfactory Vulnerable Sector check
- Current First Aid/CPR and WHMIS

Responsibilities:

- Develop and maintain a network of health and social service providers to ensure that Indigenous families with children (prenatal to age six) who are at risk of physical, mental, and social concerns, have access to a range of prevention and early intervention services. ie) Public Health, hospitals, physicians, etc.
- Ensure the development of plans of care for Indigenous children and their families are established
- Ensure that high risk Indigenous families with children (prenatal to age six) who would benefit from lay home visiting have access to this service.

- Develop strong linkages and partnerships with local Indigenous and non-Indigenous service agencies.
- Advocating for families and children for services and access they may need.
- Demonstrate games and activities to encourage growth and learning
- Provide education and information about healthy child development and pregnancy.
- Encourage and demonstrate an open, safe, secure and nurturing environment to children and their families.
- Educate families and provide opportunities to learn about their children's behaviors.
- Work closely with the Family Support Workers, Indigenous Prenatal Nutrition Workers and any other UNFC program workers in regard to client services and coordination.
- Maintain up-to-date and confidential client record keeping system.
- Perform other such duties as may be assigned.
- Networking is done to ensure a well maintained list of Elders and traditional knowledge keepers is available for the purposes of ceremonial and traditional healing supports for urban Indigenous children, youth and families.
- Acceptingly Sensitive to the culturally based activities, teachings and practices of UNFC (ie. Smudge, Drumming, Ceremonies etc.)
- Other duties as required.

Administration

- Experience in statistical recording/reporting monthly, quarterly and annually
- Intake procedures, travel claim forms, newsletters
- Assisting as needed with filling out paper work for clients
- Other administrative duties as required

Evaluation:

The position will be evaluated after completion of 3 and 6 month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.		
Employee Name:		
Employee Signature:		Date: