



Victoria Native Friendship Centre  
External/Internal Employment Opportunity – 1 FTE  
**CAPC/ Family Support Worker**



Early Childhood Development Team

There is a critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, preference will be given to Indigenous applicants. Please self-identify in your cover letter.

Under the supervision of the AEENP Manager, the **CAPC/Family Support Worker** will provide ongoing supportive programming to urban Aboriginal parents and families with pre and post-natal support and children newborn to 6 years.

**DUTIES:** including but not limited to, others may be assigned

- Connects families with relevant community resources and encourages the family in following through with those services.
- Assists with parenting tools, self-advocacy skills, household management skills and navigating systems.
- Attends quarterly CAPC meetings
- Maintains CAPC reporting and statistics
- Assist with planning, preparing and programming of ECD/Slaheena Parent Drop-in Group.
- Work both independently and as part of a team, with individual clients and families providing them with education, support and assistance.
- Maintains accurate case files and case management plans.
- Responsible for bus ticket orders and Good food bags
- Represents the VNFC in a respectful manner at all times.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Awareness of First Nations culture and issues affecting First Nations participants.
- Awareness of the dynamics of active and ongoing addiction, sexual abuse, family violence (incl. child abuse & neglect), grief, suicide, depression, healing and recovery.
- Knowledge of positive parenting practices.
- Excellent facilitation and communication skills.
- Knowledge of the Child and Family Community Service Act
- Demonstrated skills in report writing, statistical tracking and documentation: preparing correspondence.
- Ability to deal with crises.
- Ability to support Aboriginal families through personal and parenting crisis.
- Knowledge and familiarity with the Child and Family Community Service Act, Family Relations Act and Aboriginal Operational Practice Standards and Indicators.
- Demonstrated success in interventions, crises and outcomes.
- Computer proficiency in Word 2000, Outlook 2000, Basic internet application.
- Physical requirement, the incumbent must spend a major portion of the work hours standing, walking, and/or sitting. The incumbent may be required to do a great deal of stretching, bending and lifting.
- Must provide a clear vulnerable criminal record check (within 6 months) (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>)

**EDUCATION AND EXPERIENCE:**

The successful candidate will possess a combination of education and experience that satisfies all or most of the following:

- Degree or diploma in Family Support, Social Work or equivalent
- As part of this work candidate must have reliable transportation and hold valid BC driver's license and clean driving record. (Recent driver's abstract to be submitted)
- Experience working with Aboriginal communities and/or non-profit organizations
- Standard First Aid certification
- Infant/child Car Seat certification

**SALARY:** Wage Scale \$21.16 – 22.16 per hour (BCGEU #301)

**HOURS:** Monday to Friday (35 hours/week)

**COMMENCES:** Marc 2021

**Please submit your resume and cover letter attention to:**

**Ron Rice, Executive Director**

(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)

**No phone calls please, only those selected for interviews will be contacted.**

**An eligibility list will be established.**

# Closing Date: Until Filled

Victoria Native Friendship Centre  
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