



Victoria Native Friendship Centre
Internal/External Employment Opportunity – 1 FTE
Manager Aboriginal Childhood Intervention Services



Operating from an Indigenous world view and managing the Aboriginal Childhood Intervention Services Programs; which include Aboriginal Infant Development Program (AIDP), Aboriginal Supported Child Development (ASCD); Fetal Alcohol Spectrum Disorder (FASD) and Speech and Language the Manager will carry out a variety of duties and work as part of the Management Team reporting directly to the Executive Director and/or Assistant Executive Director. The Manager ACIS will assist in the efficient operations of the daily programs and service activities. This position will also provide daily office supervision, leadership and support to staff within ACIS Programs and will ensure that the work of the Team is well integrated and managed to the benefit of the client/community members served. For more information about AIDP or ASCD please refer to the provincial websites www.aidp.bc.ca or www.ascdp.bc.ca . For more information about the Victoria Native Friendship Centre please see our website at www.vnfc.ca .

DUTIES: (include the following and not limited to)

- Manage the day-to-day operations of AIDP, problem solving, assigning of caseloads, case planning, advice, de-brief and analysis of situations.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Providing leadership and support to front line staff regarding their caseloads and daily activities.
- Promotes the philosophy of the VNFC to the larger human service community.
- Maintains a reasonably balanced workload between direct client needs, program development and staff support.
- Assume responsibility for the supervision of ACIS personnel, assigning client files and performing annual staff evaluations.
- Ensures that programs are delivered in accordance with stipulated services outlined in the funding contracts.
- Ensure a positive team/work environment for all ACIS staff.
- Prepare monthly/quarterly, database reports using statistics collected from staff; provide annual reports to the funding sources; submit reports, statistics to the Executive Director and/or funding agencies when required as required.
- Designs and develops programs to collaborate and address the needs of 9 local First Nations, Urban Aboriginal and Metis people in South Vancouver Island Region.
- Chairs and participates in Local Advisory Committee meetings quarterly.
- Develops and maintains working relationships with community partners, program funders that include but are not limited to; Bands, Tribal Councils, Aboriginal organizations; QACCH, Prevention VIHA, educational programs and/or institutions, and various government agencies at all levels.
- Budget preparation and financial management.
- Assisting with the interviewing, hiring, training of ACIS staff as needed.
- Addressing complaints and resolving problems where appropriate.
- Contributes to a positive work environment and does not engage in lateral violence or other destructive behaviours.
- Works from a strong Indigenous cultural foundation or Indigenous world view and promotes family centered practice.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

- Bachelor's degree in Child and Youth Care, Social Work, and/or Counseling; and 5 years of related experience.
- Strong knowledge and expertise in child development with emphasis on infant growth and development.
- Minimum 2 years supervisory experience.
- Relevant experience working with Aboriginal communities and families.
- Relevant experience working in non-profit organizations.
- Relevant experience working in the health and social programs field.
- 2 – 4 years training and/or experience in office procedures and systems
- 2 – 4 years experience with IBM Computers, MS Office and Outlook
- As this program has an outreach component, the candidate **must** have reliable transportation and hold valid BC driver's license and clean driving record. (Recent driver's abstract to be submitted).
- Must provide Vulnerable Sector Criminal Record Check (form can be located at <http://www.pssq.gov.bc.ca/criminal-records-review/>)

HOURS: Monday to Friday (35 hours/week); weekend hours may occur due to training opportunities.

SALARY: \$30.00/hour, shared cost of extended benefits plan (under review)

COMMENCES: April/May 2019

Please submit your resume and cover letter attention to:
Ron Rice, Executive Director
(by mail / fax / email to admin@vnfc.ca or in person)

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

Closing Date: Tuesday April 23, 2019

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Victoria Native Friendship Centre
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