



**BCAAFC | BC Association of
Aboriginal Friendship Centres**

**Provincial Child Care Planning
and Capacity Development Coordinator, BCAAFC**
Permanent Full Time / 35 hrs. week / Based in Victoria, BC

Summary:

The B.C. Association of Aboriginal Friendship Centres (BCAAFC) Child Care Planning and Capacity Development Coordinator (Coordinator) is responsible for a wide variety of duties to support the BCAAFC to provide provincial leadership that contributes to early years and child care service planning and capacity development within the 25 Aboriginal Friendship Centres across the province.

In accordance with the BC Early Years Framework, the key responsibilities for this position will include supporting the 25 Friendship Centers with the implementation of the Ministry of Children and Family Development (MCFD) Early years framework vision intended to support the well-being of children and families, providing barrier-free access points within the centres, and providing clear pathways to enhance supports and services including infant mental health and children and youth with special needs.

The Coordinator will assist in providing improved cultural connectedness, enhanced parent-child support, enhanced parent efficacy and reduced immediate vulnerability. This position requires maintaining positive relationships with key stakeholders including government, other coordinators and other partner organizations. The role requires skills and strength with internal/external communication and relationship building. This role will work closely with the ASCD Provincial Advisor, and under the direction of the AIDP Provincial Advisor.

Ideal candidates will have:

- Academic Degree in Social Sciences, Humanities, Social Work, or related field and a minimum of 5 years experience
- Frontline work experience will be an asset
- Experience and knowledge in the field of Early Childhood Development relatable to early years and child care services
- Professional written and oral communications skills
- Community facilitation experience working with Indigenous and Metis communities and organizations and families.
- Strong leadership skills, innovative and entrepreneurial planning abilities
- Excellent time management and organizational skills
- Demonstrated ability to take initiative and work effectively with limited supervision
- Interest and knowledge of both the non-profit sector and the urban Indigenous community

BC Association of Aboriginal Friendship Centres

551 Chatham Street | Victoria, BC | V8T 1E1 | www.bcaafc.com

Phone: 250-388-5522 | 1-800-990-2432 | Fax: 250-388-5502



Core Competencies:

- Ability to work with medical/mental health professionals, therapists, social workers, pre-school/child care professionals, Native Friendship Centres, Family Resource Programs, Aboriginal Head Start programs, and Aboriginal infant development programs, Aboriginal Supported Child Development Programs
- Extensive knowledge of BC Indigenous, First Nations cultures and history with a demonstrated knowledge of cultural protocols and ensuring cultural safety
- Excellent written and oral skills and advanced IT capabilities
- Knowledge and understanding of BCAAFC's issues, mandate, organizational structure and the Friendship Centre Movement;
- Strong understanding and analysis of issues related to urban Indigenous people
- Creative idea generation and problem solving abilities
- Resourcefulness and flexibility
- Ethics and integrity, working with confidential materials and information
- **Strong interpersonal skills**

Role Accountabilities:

- Availability to travel to the 25 Friendship Centres in B.C. and off-site meetings locally and provincially, and nationally.

Key Responsibilities:

1. Work with Friendship Centres to support the creation of barrier-free access points.
2. Support the development of strategies that help Friendship Centres overcome various barriers (i.e. geography, multiple funding pots, licensing).
3. Support the Friendship Centres in providing culturally appropriate programming as a key prevention service through proposal writing
4. Work with ASCD and AIDP provincial advisors to conduct communications activities to increase community's awareness and understanding of the various ECD programs.
5. Promote community awareness and understanding of the MCFD Early years mandate regarding ECD, relevant legislation, and opportunities for community input into decision-making.
6. Promote community understanding of the service framework models and best practices.
7. Promote collaboration with relevant collaterals and
8. Support and Create processes to engage community wellness planning that involve parents, grandparents, and community in wellness and service planning
9. Support the development of a community-based/participatory evaluation mechanism



**BCAAFC | BC Association of
Aboriginal Friendship Centres**

What do we have to offer you?

In return for all you do, you will be rewarded with a salary up to \$63,700 a year based on your skills and experience, plus benefits after a 90 day probation period.

This includes:

- Three weeks paid vacation to start, the longer you stay the more you get!
- A 50% employee benefit package
- An employee wellness program
- Automatic enrollment in our Wellness Group membership: A fun group of people to hang out with once a month
- Understanding work environment

**Qualified internal applicants will receive preference.
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)**

Please provide a cover letter, resume, and 3 CURRENT references to:

Patricia Moore | General Manager

BC Association Aboriginal Friendship Centres

551 Chatham St. Victoria, BC V8T 1E1

Office: 250-388-5522 extension 203, or 1-800-990-2432 (fax) 250-388-5502

Email: pmoore@bcaafc.com | Website: www.bcaafc.com

Deadline: 4:30 pm January 4th, 2019

Please include: PROVINCIAL CHILDCARE CAPACITY PLANNER in subject line!

BC Association of Aboriginal Friendship Centres

551 Chatham Street | Victoria, BC | V8T 1E1 | www.bcaafc.com

Phone: 250-388-5522 | 1-800-990-2432 | Fax: 250-388-5502