



**NORTH BAY  
INDIGENOUS  
FRIENDSHIP  
CENTRE**

980 Cassells Street  
North Bay, ON, P1B 4A8  
☎: (705) 472-2811  
☎: (705) 472-5251  
🌐: [www.nbifc.org](http://www.nbifc.org)

#### **JOB DESCRIPTION**

##### ***Aboriginal Family Support Worker (CAPC)***

**STATUS:** Permanent Full Time: 35 hours/week

**CLOSING DATE:** Tuesday August 6<sup>th</sup>, 2019 at 4:30pm

**ACCOUNTABILITY:** The Aboriginal Family Support (AFSW/CAPC) Worker reports directly to the Executive Director

#### **DUTIES and RESPONSABILITIES:**

- To facilitate the establishment of "Good Life Teachings" in Urban Aboriginal communities.
- To provide Aboriginal Parenting Effectiveness courses in the Urban Aboriginal community.
- To provide a Pre-parenting prevention program for Urban Aboriginal youth with an emphasis on healthy sexuality, and responsibility in relationships.
- Works in a positive, sensitive and co-operative manner, provides encouragement and support.
- To develop and provide prevention programs for high risk families with respect to issues of Fetal Alcohol Syndrome, Fetal Alcohol Effects, Solvent use, exceptionalities and Family dysfunction.
- To provide direct service and support to Single parent families with respect to issues such as child development, infant stimulation, role modeling and discipline.
- To provide a Visiting Auntie/Uncle/Grandparent program to Aboriginal families in need of support, advice and Urban Aboriginal parenting skills in a non-threatening, approach and environment.
- To facilitate the development of Parenting Support Circles with an emphasis on prevention, healthy families and culture.
- To develop and provide access to Aboriginal community resource inventory regarding issues identified by the Urban Aboriginal community.
- To develop flexible approaches to service delivery which result in inclusion of the "marginal" client group in Urban Aboriginal communities. (i.e. Street Kids, Substance Abusers.
- To initiate and maintain contact with community agencies, families and groups.
- Respond to correspondence and information requests regarding Aboriginal Family Support Program.
- To maintain information and resource materials beneficial to program users.

- Maintaining regular and effective verbal and written communication with the Executive Director or designate.
- Maintain up to date and confidential client record keeping system.
- Participate in Aboriginal Family Support program evaluation.
- Identify training and professional development needs as required.
- Perform other such duties as may be assigned from time to time.
- Responsible for planning and providing in-day and out-day care learning activities for children.
- Responsible for supervising children on a one-on-one and group basis.
- Other duties as assigned

#### **QUALIFICATIONS:**

- Early Childhood Education Program minimum requirement, and/or Social Service Worker Diploma and/or equivalent work experience.
- Strong appreciation of, and empathy with, the needs of children and families.
- Strong knowledge of Aboriginal Culture,
- Exhibits a high degree of initiative and self-direction.
- Good oral and written communication skills.
- Good organizational and time management skills
- Ability to work independently or as a team player
- First Aid/CPR Certificate
- Food Handlers course.
- Computer knowledge, Microsoft office, data base,
- Ability to speak Ojibway or Cree would be an asset.
- Willing to work well under pressure.
- Driver Licence, with a clean driver abstract
- Criminal record check and vulnerable persons check.

**SALARY:** Commensurate with experience and qualifications

Please forward cover letter, resume and (3)  
recent references to:

**Kathy Fortin - Executive Director**

North Bay Indigenous Friendship Centre

980 Cassells Street

North Bay, ON

P1B 4A6

or

email to: [director@nbifc.org](mailto:director@nbifc.org)

*"We would like to thank all interested individuals; however, only those selected for an interview will be contacted. While we encourage individuals of all backgrounds to apply, those of Indigenous descent will be given preference"*