



FRAFCA

Fraser Region Aboriginal Friendship Centre Association

CAPC PROGRAM FACILITATOR

Community Action Program for Children

Job Summary:

The primary role of the CAPC Program Facilitator is to present quality life skills and parenting programs in the absence of a guest speaker, to young moms with children aged 0-6 years of age in the Surrey Region. Assist in the development and personal growth of clientele and their children and provide opportunities for community linkages and resource connections. The CAPC Program Facilitator reports to the Program Manager and works in partnership with FRAFCA ECD Programs to identify and provide Early Childhood Development support and information to Aboriginal families with children aged 0-6 in the Surrey area. Facilitating the programs that have outlined in the CAPC Contract hosted through DIVERSEcity and funded through the Public Health Agency of Canada.

Four Priorities of the contract

1. Childhood Obesity / Healthy Living
2. Mental Wellness
3. Injury Prevention
4. Diversity

Job Duties / Responsibilities:

- Facilitate three parenting support programs of the CAPC Contract. Such as Postnatal – parents with children 0-2 years, Taking Care of Your Children – Parents with children 2-4 years and also supporting and facilitating MUE, our My Urban Elder program.
- Refer families/clients to other agencies/services when necessary.
- Work with clients to see what kind of topics are in need.
- Work in conjunction with the ECD Programs to connect with families that are attending the ECD Program that may be interested in attending the CAPC Programs.
- Connect with the AIDP Consultants so that parents can be introduced to the AIDP Program.
- Connect with the prenatal program to meet expecting families and promote the programs.
- Connect with the families registered in the Bringing Tradition Home program so that they have a program they can connect with after they are finished.
- Ensure clients fill out registration forms.
- Provide written monthly reports to the Program Manager.
- Provide a positive environment for clients to encourage full participation in the program.
- Regulate volunteers' attendance (sign-in/out) and client's attendance (sign-in/out);



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- Obtain client feedback by ensuring that client satisfaction surveys are completed. Providing the collected data to Program Manager to enable the enhancement of Programs.
- Submit monthly activity report(s) to program Manager for reporting purposes.
- Coordinate and assist guest speakers or practicum students with group activities and discussions.
- Responsible for the day-to-day operational aspect of running the programs including set up and clean up of program location, welcoming and registering the participants and volunteers, introduction of speakers and assisting clients and volunteers with their queries.

Skills / Abilities:

- Knowledge of First Nations culture, traditions, and socio-economic barriers.
- Ability to work independently as well as effectively in a team environment.
- Excellent interpersonal communication, analytical and observational skills.
- Basic computer skills (including Microsoft Office).
- Ability to multi-task.
- Experience working with the demands of a diverse team environment and cross-cultural setting.
- Knowledge of Aboriginal communities, organizations and service providers within the Circle 5 area (Surrey/Delta/ White Rock Region).

Requirements/Qualifications:

- Minimum requirement is a Diploma in a related field (for example: ECD, CYC, Social Services, etc.), one year experience in family support and 2 years' experience working in an Early Childhood program or Non-Profit Agency OR an equivalent combination of education and related experience.
- Must have (or be willing to obtain within 90 days) a valid First Aid Certificate.
- Must have a class 5 driver's license, own reliable transportation and a clear driver's abstract.
- Experimental assets include:
 - Post Basic ECE Certificates (for example: Special Needs and Infant Toddler)
 - A degree in a human services or a related field.
- A Criminal Record Check and review is a requirement of all employees of FRAFCA.

Please submit your application with 3 reference letters to Vanessa Hickman at vanessa.hickman@fracfa.org

Pursuant to S.41 of the BC Human Rights Code, preference will be given to Indigenous (Aboriginal) applicants.