



## **ABORIGINAL HEALTHY BABIES HEALTHY CHILDREN PROGRAM COORDINATOR**

### **JOB DESCRIPTION**

The Native Women's Resource Centre of Toronto (NWRCT) is home to the Aboriginal Healthy Babies Healthy Children (AHBHC) Program, which is designed to ensure that all Aboriginal families and their children (prenatal to age six) who need assistance with physical, emotional, mental and social issues have access to effective, consistent *early intervention services*. AHBHC is mandated to provide the best opportunities for healthy child development through home visiting, service coordination, parenting groups, cultural teachings, traditions and referrals. As well as to address the children at risk to ensure that they have access to services and support that will address their needs. The AHBHC program is voluntary and open to any Aboriginal family that requests the service. Aboriginal families may also access the provincial program via the local public health unit.

The purpose of the AHBHC program is to help all Aboriginal children in Ontario get the best start in life. Primarily client-based services to families and children. Supporting parents through pregnancy, birth and child rearing is critical in promoting the best health and development of infants and young children; offering support and access to culturally appropriate, early intervention and prevention services.

### **QUALIFICATIONS**

- Post-secondary diploma/degree in social work, community wellness, etc. with a minimum three (3) years' work experience in community service delivery or the equivalent
- Excellent verbal and written communication skills
- Excellent facilitation skills with proven analytical and problem solving skills
- Strong experience in client advocacy with demonstrated experience providing services to Indigenous women, and families
- Experience working with Indigenous Peoples and Communities
- Knowledge of Indigenous cultures, traditions, and family dynamics
- Knowledge of and established relationships with other service providers, ability to network and create/maintain these relationships
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives, outcomes and meet timelines
- Working knowledge of MS Office, internet, and general office equipment
- Current Police Record Check and Vulnerable Sector Screening are required
- First Aid and CPR certifications

### **RESPONSIBILITIES**

- In-house referral and intake process including appropriate referrals for clients

- Facilitate an individual needs assessment and action plan for each client
- Coordinate a full “menu” of early intervention activities, designed to assist the family and child(ren) and to support the programme objectives
- Plan development to access and integrate with existing community resources and agencies, if appropriate, including hospitals, doctor’s offices, family counselling services
- Provide pre-and postnatal education to new mothers and families
- Ongoing review of progress and support requirements outlined in family support plans
- Client Based Services – home visits, family support plans, service coordination and referrals
- Participant Based Services – community and group activities that promote the long-term health prospect of children
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Support and work towards the overall aims and objectives of the NWRCT
- Empower women to articulate their needs and goals and to advocate for themselves
- Ability to work as a team and within the organization framework including staff meetings, professional development opportunities, case management, team building, and self-care
- Carry out other duties which may be necessary from time to time, as required.

#### **ADMINISTRATIVE DUTIES**

- Complete reports monthly, quarterly, and annually, e.g. client files, programming statistics, and monthly work plan, and submit on or before due date
- Maintain accurate and current client listing, case notes and client files
- Collect, maintain and share current inventory list of food bank, clothing donations, supplies and materials
- Assist with program budget expenditures, coordinate and prepare necessary paperwork with adequacy and reasonability
- Assist with other program workshop preparation and monitoring, as required

#### **STANDARDS OF PERFORMANCE**

- Adhere to policies, procedures and best practice as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

*The Aboriginal Healthy Babies Healthy Children Program Coordinator will be directly accountable to Trauma Support Manager.*

Please provide a cover letter and resume to:  
Lindsey Lickers at [HTLiaison@nwrct.ca](mailto:HTLiaison@nwrct.ca)  
Trauma Support Manager

**APPLICATION DEADLINE: APRIL 9<sup>th</sup>,2018**

*NWRC’s opportunity for employment is non-discriminatory and in compliance with the*

*provisions of the Ontario Human Rights Code and the City of Toronto's Anti-discrimination Clause.*