

# Fraser Region Aboriginal Friendship Centre Association

A101-10095 Whalley Boulevard, Surrey, BC V3T4G1

Phone: 604-595-1170 | Fax: 604-595-1176 | [www.frafca.org](http://www.frafca.org)



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**Position Title:** Aboriginal Infant Development Consultant  
**Reports to:** AIDP Program Manager  
**Classification:** Regular part time, set work-schedule  
**Location:** Whalley  
**Service Region:** Circle 5

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## Position Summary:

The incumbent will be a qualified Aboriginal Infant development worker applying principals of family centered practice. In addition, the AIDW will maintain current knowledge of early childhood development & understand infant developmental delays; act as a resource person to parents/guardians and families of Aboriginal infants who have a developmental delay; and administer developmental assessments and write reports and recommendations that aid the family to support their child's development.

## Job Duties/Responsibilities:

- Make home visits to families to assess infant development and plan with parent's ways to stimulate or enhance their child's development and monitor the child's progress.
- Administer developmental assessments and write reports and recommendations. Assessments include the DAYC-2 and the Ages and Stages Developmental Screening tool.
- Make referrals to other early intervention support services for the child and family when needed and support the family through the process.
- Attend medical appointments for the child with the family when culturally appropriate or requested by the family.
- Work in conjunction with other professionals including ASCD and early intervention services to support the child and family through family centred practice.
- Strengthen and support Aboriginal families in their role as decision makers on behalf of their children and themselves.
- Be a resource person to parents and blend traditional and contemporary parenting practices and connect parents with other programs that FRAFCA offers such as the AECD parent drop-in, Aboriginal head start program and Pre and Post-natal groups and Family Night.
- Possess strong time organization, oral and written communication skills and be able to keep ongoing accurate client records and monthly reports.
- Provide written monthly reports to Program Manager and Board of Directors.
- Participate in monthly AIDP case management meetings and staff meetings.
- Attend staff in-service workshops/external training opportunities as directed by Program Manager.
- Provide resource materials to parents/guardians on ways to blend traditional Aboriginal cultural practices and contemporary parenting practices effectively.
- Attend and facilitate monthly drop-in play groups.
- Attend culturally appropriate information training sessions to enhance knowledge and education.
- Education sharing to address the particular issues faced by the parents and families who have children with exceptionalities.
- Other duties as required.

Approved September 15, 2016 AIDP Job Description

Funder: MCFD

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## Qualifications/Skills:

- ✓ An undergraduate degree in a related field (i.e. child and youth care, early education, social work, etc.). An equivalent combination of education and related experience may be considered including years of service in the field, demonstrated experience, and combination of other relevant certifications as outlined below.
- ✓ Infant Development Certificate or Diploma – Summer Institute training, CYC, FNCYC, ECE Certificate, Post Basic Infant/Toddler and/or Special Needs Educator Certificate are assets.
- ✓ Minimum of 3 years' experience in AIDP or IDP working with Aboriginal children that require extra support or equivalent experience working in Aboriginal/First Nations communities with young children an asset.
- ✓ Minimum 3 years related experience working in a non-profit environment.
- ✓ In depth knowledge of infant, toddler and early childhood developmental stages with extensive knowledge of infant/toddler assessment tools.
- ✓ A demonstrated working knowledge of early intervention, child development, family centred practice and community based services.
- ✓ Ability to work independently and as part of a team in consultation with other professionals.
- ✓ Familiarity with Aboriginal culture, language and traditions an asset, as well as extensive knowledge of social-economic issues effecting urban Aboriginal children and families on and off reserve a requirement.
- ✓ A commitment to ongoing professional development with excellent written and verbal communication skills, as well as basic computer skills including Microsoft Word and Outlook.
- ✓ A valid First Aid certificate.
- ✓ Hold a valid Class 5 BC Driver's license and have own reliable vehicle.
- ✓ Criminal record and review checks are required for all employees of FRAFCA.

## Personal Qualities:

- Demonstrated expertise related to Infant Development Programs;
- Successful work experience;
- Able to be a team player and team leader; and
- Demonstrates excellent interpersonal skills with children, families, colleagues, professionals and community members.

**APPLICATION PROCEDURE:** Please send RESUME; and COVER LETTER by fax, mail, hand delivery or email marked attention, Natasha Jones at:

**Email:** [Natasha.jones@frafca.org](mailto:Natasha.jones@frafca.org) or

**Fax:** 604.595.1176

**SNAIL Mail:** 10095 Whalley Boulevard, Surrey, BC | V3T4G1

Identify the position code (AIDP) in the header of your email/fax, and COVER LETTER. We thank all that apply, but only those selected for interview will be contacted.

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

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