

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: Healthy Babies/Healthy Children Worker	
Job Class: 3	

SUPERVISOR: Assigned Team Lead or Designate

SUPERVISION: Employed by the Friendship Centre, responsible to the policies and directions as determined by the United Native Friendship Centre’s Executive Director and Board of Directors and under the direct daily supervision of the Assigned Team Lead or designate.

QUALIFICATIONS:

- Post-secondary education in Social Services or Early Childhood Education
- Experience working in the social services field
- Experience working with Urban Indigenous families
- Must be willing to provide the lay home visiting component of the program
- Knowledge and experience in the area of prenatal and postnatal care and development
- Group facilitation skills
- Must possess excellent computer skills
- Knowledge of the Anishinaabe culture
- Accepting, supportive and sensitive to the Indigenous teachings and culture (ei; smudging, drumming and ceremony)
- Good time-management and planning skills
- Experience in annual, quarterly, and monthly statistical reporting
- Excellent writing and communication skills
- Ability to work with individuals and groups
- Must be able to work flexible hours
- Must possess valid Class G driver’s license and access to vehicle

AREA OF RESPONSIBILITY:

To ensure that the goals and objectives and overall policy of the Indigenous Healthy Babies Program are adequately met. To promote optimal physical cognitive, communicative, and social development in at-risk Urban Indigenous children between 0-6 years of age.

To assist in the development and provision of culturally appropriate community support services through a variety of programmed formats specific to the United Native Friendship Centre and surrounding community.

To assist in the development of community support services with particular attention to the needs of Urban Indigenous Families, specifically 0-6 years of age.

To assist with the support to children (0-6) and their families through the provision of holistic and preventive services.

JOB SPECIFICATIONS:

The Indigenous Healthy Babies Worker is responsible for the following duties:

1. Develop and maintain a network of health and social service providers to ensure that Urban Indigenous families with children (prenatal to age six) who are at risk of physical, mental and social problems have access to a range of prevention and early intervention services.
2. Link Urban Indigenous families with children (prenatal to age six) who are at risk of physical, mental, and social problems to appropriate supports and services in the community.
3. Ensure the development of plans of care for Urban Indigenous children and their families are established
4. Ensure that high risk Urban Indigenous families with children (prenatal to age six) who would benefit from lay home visiting have access to this service.
5. Develop an inventory of services available within the community for prevention and early intervention services.
6. Develop strong linkages and partnerships with Urban Indigenous and non-Indigenous service agencies.
7. Demonstrate games and activities to encourage growth and learning
8. Share information about healthy child development and pregnancy.
9. Encourage and demonstrate a safe, secure and nurturing environment to children and their families.
10. Give families opportunities to learn about their children’s behavior.
11. Indigenous Healthy Babies Worker will build on families’ strength.
12. Work closely with the Family Support Workers and Indigenous Prenatal Nutrition in regard to client services and coordination.
13. Work within partnerships, linkages and protocols established with Urban Indigenous and non-Indigenous service agencies, ie) Public Health, hospitals, physicians, etc.
14. Participate in staff meetings.
15. Follow guide of established policy of case management with in-house programs, as well as outside agencies.
16. Maintain up-to-date and confidential client record keeping system.
17. Ensuring that all reporting requirements are met.
18. Perform other such duties as may be assigned from time to time.

Evaluation: The position will be evaluated after completion of a six-month probationary period and on an annual basis thereafter. In addition to these, regular formal assessment evaluations will be an ongoing process.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.	
Employee name:	
Employee Signature:	Date: