

JOB POSTING

Family Wellness Coordinator



Aboriginal Mother Centre Society

The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing (TH) and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members. The Aboriginal Mother Centre Society is seeking an energetic, conscientious and detail-orientated individual who enjoys making a difference.

Job Title Family Wellness Coordinator

Name of Facility Aboriginal Mother Centre Society

Qualifications

- A Bachelor of Social Work degree or equivalent training and experience.
- Min. 3 years' experience working in Aboriginal focused, community based programs.
- Must have excellent knowledge of Aboriginal cultural customs, protocols and traditions.
- Excellent communication, planning and facilitation, coaching and problem solving.
- A criminal record check clearance letter (or willing to obtain).
- Ability to deliver presentations to small and large groups.
- Good working knowledge of computers.
- Commitment to ongoing learning and professional development. In-depth working experience of Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Ability to speak and write clearly, concisely and effectively.
- Ability to effectively organize workload and manage time.
- Ability to multi-task and establish priorities.
- Ability to deal with individuals in a manner that shows cultural sensitivity, tact and professionalism.
- Knowledge of nutrition, wellness principles, community outreach and public relations.
- Class 5 Drivers License.
- Demonstrated ability to maintain high degree of confidentiality.
- AMCS is committed to honouring and respecting diverse Aboriginal cultures, identities and knowledge of Aboriginal

Key Responsibilities

- Collaborate with all AMCS departments, especially TH as it is important to effectively meet the variety of needs of the Transformational Housing Residents.
- Find and engage Indigenous community members to deliver various components of the program e.g. drum making cedar bark weaving, traditional parenting.
- Focus on providing a structured environment for learning life skills/healthy living.
- Provide opportunities for community members to expand knowledge on parenting, health, wellness, healing and cultural awareness.
- Conduct needs assessment surveys and follow-up surveys.
- Liaise with other social services agencies and health care providers.
- Develop work-plan, maintain program statistics for purposes of evaluation, reporting and research.
- Create linkages to services offered at AMCS and elsewhere in the community that meet the unique needs of Aboriginal People.

Location Vancouver

Employment Terms

Temporary Full Time

Position As soon as possible

Closing Date

Ongoing until filled

Start Date

Salary To be Determined upon Hiring

Hours of Work

37.5 hours per week

Additional Notes

Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers regardless of the program.

Contact Information

Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:

Name Kimberly Erickson

E Contact -Mail kerickson@inspiredhr.ca

Fax # 604-558-2628

Mailing Address 2019 Dundas Street, Vancouver, BC

V5L 1J5

Website Address www.aboriginalmothercentre.ca

*Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.
For more information or other employment opportunities, please visit our website.*