



# Urban Native Youth Association

*Training the Leaders of Tomorrow*

## **EMPLOYMENT OPPORTUNITY**

### **Foster Care Program Coordinator**

UNYA has an employment opportunity for a Full Time Coordinator with our new Short-term Residential Foster Care Program. The Coordinator is responsible for managing and coordinating the day-to-day operations of the Aboriginal specific program, including: planning, implementing, overseeing all activities and scheduling for the program; individual, team and program development; human resource and financial management; networking; and reporting. This program will use Culture as Therapy to help increase stability, continuity, and a sense of belonging of Aboriginal youth by creating a culturally focused family environment, and will utilize a Holistic model of care which will focus on the physical, emotional, mental, and spiritual aspects and strengths of youth. The Coordinator is responsible for ensuring the provision and maintenance of a safe, supportive, culturally appropriate environment. The Coordinator reports directly to the MCFD Programs Coordinator. The Coordinator will maintain a regular schedule and be available on weekends and evenings on an on-call basis to respond to urgent/emergency program issues.

#### **Qualifications and Conditions:**

1. Must have a minimum of (3) years experience supervising programs working with youth in both individual and group settings, particularly working with street involved Native youth. Consideration will be given to a relevant combination of education, training and experience.
2. Must have a solid knowledge of Aboriginal Culture and Traditions, and experience with facilitation of Cultural Ceremonies.
3. Have Current First Aid and a Class 4 Drivers License.
4. Experience working with the Aboriginal community, MCFD agencies, VACFSS and the Vancouver School Board system. Must demonstrate a good working knowledge of community resources in Vancouver, particularly educational, youth & Aboriginal-specific resources.
5. Must have a broad based knowledge of the family and social issues that Native youth face today, including the generational impacts of the residential school system on Native families and communities.
6. Must have excellent understanding of the foster care system, counseling, mediation and supervisory skills, and experience coordinating staff and/or volunteers. Will have the ability to work independently as well as part of a team. Must have strong written and oral communications skills, including the ability to compile accurate records and prepare reports. Must possess a good working knowledge of computer systems and programs.
7. Must demonstrate the ability to identify with mandate, policies and procedures of the organization.
8. Must have a personal support system and self care plan in place.
9. Must have a criminal record check completed by and satisfactory to UNYA.
10. Preference will be given to qualified Aboriginal applicants.

#### **Duties and Responsibilities**

1. Work in cooperation with others as needed to plan, implement, evaluate, and supervise Cultural Programming. Ensure the Cultural integration into all aspects of the program while focusing on the Family Systems perspective which focuses on all of the systems surrounding the youth which either positively or negatively impact their health and wellbeing.
2. Assume the day-day management and coordination of the program, staff and office management including scheduling of staff.
3. Field all concerns, incidents or crisis' which affect program mandate, agency policy, personal issues, community relations, resident youth, etc. Supervise the staff interventions, and monitor case planning
4. Maintain appropriate monthly statistical and written client reports and records in order to meet UNYA and funding requirements.
5. Ensure that case plans as identified by residents and service professionals are implemented.
6. Perform on call duties.
7. Organize, attend and actively participate in monthly staff meetings.
8. Submit staff criminal record checks, personal information, accounting information, and all other related information to the UNYA Executive Director in a timely manner.
9. Prepare and monitor house debit, petty cash budget, including bus ticket and food expenditures.
10. Prepare and submit expenditures, time sheets, holidays, fundraising, etc. to the UNYA Accounting Department in an accurate and timely manner.
11. Recruit, hire, supervise, and conduct performance evaluations of youth care worker.
12. Respond to staff needs for immediate supervision when crisis exist. Provide informational and work related personal support to all team members, as well as the development of appropriate training opportunities.
13. Monitor and coordinate staff holidays, sick leave, and absences.
14. Establish a professional working relationship with Ministry for Children and Family Development and other Government Ministries. Liaise and advocate for youth's best interests with MCFD.
15. Attend professional development seminars to keep current regarding Street Youth issues (i.e. HIV / AIDS, alcohol and drug related issues, crime, gangs)

**This is a paid 40hrs a week position with full extended benefits after 3 months probation.**

Please send a resume and a cover letter stating the position that you are applying for to the attention of MCFD Programs Coordinator at [coordinator@unya.bc.ca](mailto:coordinator@unya.bc.ca) Resumes will not be reviewed without a covering letter. No enquiries. Only those short-listed will be contacted.

1618 East Hastings Street, Vancouver, B.C., V5L 1S6

Ph: 604-254-7732 Fax: 604-254-7811

Website: [www.unya.bc.ca](http://www.unya.bc.ca)