



JOB POSTING FOR PART-TIME TEAM LEADER CHILDREN'S PROGRAM (PEACE, CAPC, MCFD, VIP & SUMMER PROGRAM)

VLMFSS is a non-profit organization that offers free and confidential services with immigrant and refugee women, children and their families who are experiencing family violence. Multicultural workers provide culturally responsive and trauma-informed supportive counselling, language support, advocacy, & various supports with clients/service users in the lower mainland.

JOB SUMMARY

The Children's program Team Leader is proficient in English and any other languages that VLMFSS currently serves. She will work closely with the children's program team members to assess then enhance the smooth functioning, effectiveness, and efficiency of the programs. In consultation with the Executive Director, the Team Leader coordinates program staff engagement with clients, conduct performance appraisal, support staff, and perform other designated responsibilities.

The Children's programs provide one-on-one and group supportive counselling with children ages 3 to 18 from various ethnic backgrounds. The team creates a safe environment for children to work through their feelings that surface from experiencing and/or witnessing intimate partner/familial violence. The Children's programs include the Community Action Program Children (CAPC), Prevention, Education Advocacy, Counselling and Empowerment (PEACE), Violence is Preventable (VIP), Ministry of Children & Family Development (MCFD), and Summer program for children survivors of violence programs.

KEY RESPONSIBILITIES

Coordination of Client Engagement

- Coordinate the children's programs to address the impact of various forms of violence experienced and/or witnessed by children and youth and provide support to parent/primary caregivers.
- Enhance cross-cultural counselling support and advocacy on individual and/or group settings.
- Facilitate sessions to address intergenerational cycle of abuse using non-violent ways of resolving conflict, awareness of healing process and indicators of healthy relationships
- Conduct violence is preventable program (VIP) in schools.
- Increase awareness in developmentally appropriate activities, cross-cultural parenting practices, importance of safety plans, & understanding of Canadian laws (BC Child, Family & Community Services Act, BC Mental Health Act)

Administrative Duties

- Coordinate the submission of monthly statistics for the Children's programs, quarterly reports for CAPC and MCFD programs, & semi-annual reports for PEACE program.
- Assist in screening, recruiting and mentoring Summer program students and support the facilitation of the summer camp program.
- Participate in relevant meetings such as general staff meetings (internal), networking, discussion, and advisory meetings (external)

- Support, mentor, and evaluate staff providing direction, input, feedback and conducting formal performance evaluations.

Required Qualifications:

Education

- Relevant university degree, e.g. Social Work, Psychology or Diploma on Child and Youth Care, Early Childhood or Diploma/Certificate in Social Services
- Knowledge of dynamics of gender-based violence, and acculturation issues impacting immigrant, refugee and visible minority families, their children, and grandchildren
- Knowledge of the UN Convention on the Rights of the Child and BC child welfare system
- Knowledge of early childhood and adolescent development & trauma informed practices

Experience:

- Minimum of 2 years work experience with children and youth from various ethno-cultural backgrounds who experience/witness violence
- Experience in providing cross-cultural skills in individual and group sessions with trauma-informed & evidence-based practice using psycho-educational model and strength-based approach
- Effective organizational, problem-solving, time management, and public speaking skills
- Demonstrated ability to conduct cross-cultural assessment using developmental approach to identify risk and protective factors and determine the impact of the violence experienced/witnessed by the child; assess readiness for group sessions, develop safety planning, and support for the parent/caregiver
- Experience to work cooperatively and respectfully with diverse professionals from educational, legal, and other members of the community

Other Requirements:

- A committed ability to keep informed about evolving trends and practices, share knowledge, and support staff to integrate innovation into the delivery of quality care/services
- Proficient in using office equipment and software applications and ability to run online/virtual programs with children.
- Maintenance of confidentiality regarding organizational operations, fiscal management, and donor information

Requirement: Satisfactory Criminal Record Check to work with children.
Emergency Childcare First Aid and CPR Certificate an asset

Location: VLMFSS, Burnaby, BC

Hours of Work: 10 hours/week up to March 31st, 2021

Salary: \$23.23 - \$27.06 per hour

Closing Date: This position is open until filled

Please email your resume and cover letter to: lakshmi@vlmfss.ca
Executive Assistant/ HR Coordinator

Only short-listed candidates will be contacted for interviews. Thank you for your interest.