



## FEDERATION OF ABORIGINAL FOSTER PARENTS

3455 Kaslo Street  
Vancouver, BC V5M 3H4  
PH: 604 291-7091 Fax: 604 291-7098

**Position Title:** Child & Youth Coordinator  
**Program Area:** OSASIS Program  
**Reports To:** Community Development Coordinator

### **Key Areas of Responsibility:**

#### ***Recruitment & Retention***

- Targets community outreach and partnership development with relevant child and youth serving organizations and groups.
- Recruits and retains Aboriginal children (ages 10 – 14) and youth (ages 15 – 24) in and from care (ie. Ministry of Children and Family Development and / or Delegated Aboriginal Agency) to participate in OSASIS Program activities.
- Recruits and retains Aboriginal Elders, as well as relevant Facilitators and other appropriate community supports; that will provide a variety of cultural, life and leadership skills teachings to OSASIS participants as well as those who care for and work with these young people.
- Provides appropriate support and supervision to all young people, and adult volunteers, participating in any OSASIS Program activities as well as those participating in external activities as representatives of the OSASIS Program

#### ***Program Development & Evaluation***

- Engages participants and supports in the on-going development and improvement of the OSASIS Program.
- Facilitates OSASIS Youth Advisory Committee (YAC) meetings and providing one-to-one support to YAC members to encourage their active participation in OSASIS Program activities.
- Develops promotional materials related to OSASIS Program recruitment and activities.
- Provides quarterly OSASIS Program reports according to CCAY reporting requirements.

#### ***Activity Coordination & Facilitation***

- Plans, organizes, and when appropriate facilitates, all OSASIS programming according to the overall program goals and objectives and the workplan(s) approved by the Supervisor.

#### ***Other duties as required...***

**Knowledge & Skills Required:**

- Strong knowledge of, and willingness to participate in, Aboriginal culture is required.
- Knowledge of child welfare issues within the Aboriginal community is an asset.
- Excellent interpersonal skills (team player) with the ability to work independently and efficiently.
- Excellent oral and written communications.
- Demonstrated organization and prioritization skills and multi-task oriented.

**Experience & Education Required:**

- Minimum two years experience working directly with children and / or youth is required.
- Relevant education is an asset.

**Additional Requirements:**

- Must successfully complete Criminal Record Review
- Must sign Oath of Confidentiality
- Must successfully complete Emergency First Aid – Child Care (BC-ECC)