



Employment Opportunity

Family Navigator

LS-FAM-NAV-0319

PURPOSE: Reporting to the Prevention Manager of Lalum'utul' Smun'eem, the Family Navigator will work by referral from Ministry of Child and Family Development (MCFD) social workers to provide direct support to children, family and extended family to identify supportive community connections to kin. Additionally, the Family Navigator acts as a support to programming when the need for cultural perspectives and continued relational supports for families is requested. This is a full-time permanent position and works primarily in the office with moderate local travel.

RESPONSIBILITIES:

- Work with social workers from MCFD by referral and arrange meetings to discuss referrals;
- Arrange and manage the identification of family members, and support the cultural education of the MCFD social workers;
- Support the Family Meetings process with the Family Meeting Programmer;
- Research, draft and complete the genograms for MCFD referrals, utilizing community knowledge, research, records and interviews as required to conclude the referral;
- Maintain referral records, interview notes, research notes and all documentation produced and ensure appropriate physical file copies are submitted for filing;
- Regularly consult with social workers to ensure timely, consistent and relevant services are being provided per the Family Navigator policies;
- Attends Agency programs for children, youth and families at the request of Managers to offer cultural perspectives and guidance to programs as needed;
- Supports the coordination and delivery of Agency special events;
- Other related duties as required.

EDUCATION AND EXPERIENCE: (please attach all supporting documents)

- Grade 12 education or equivalent;
- Must have demonstrated experience creating genograms;
- 2 years' experience working with families, children and youth in related field;
- Experience working in a First Nations community; experience working with the Cowichan community is an asset;
- Valid BC Class 5 Driver's License and reliable vehicle; Class 4 Driver's License is an asset;
- Criminal Record Check required.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Must have extensive knowledge of Cowichan family kinship connections;
- Knowledge and understanding of the Lalum'utul' Smun'eem Child and Family Services Department;
- Knowledge of Cowichan Tribes traditional decision making systems and knowledge of Cowichan Tribes kinship practices;
- Familiarity with computer information systems such as Best Practices;
- Computer literacy skills, including experience using Microsoft Office and Outlook;
- Excellent verbal, written and interpersonal skills with the ability to develop various working relationships ;
- Demonstrated ability to multi-task and manage time effectively;
- Ability to work in a fast paced environment with strict deadlines;

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Human Resources Department, Cowichan Tribes

Reference No. LS FAM NAV 0319

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Tuesday, April 2, 2019

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.