



## Métis Family Services

#312-7485 130 Street  
Surrey, BC V3W 1H8

Telephone: (604) 584-6621

Fax: (604) 582-4820

Job Title	Child & Family Development Team Leader – Full-time Temporary (18 months)		
Department	Child and Family Development		
Classification	Paraprofessional Wage Grid Level 16P		
Reports To	Director of Early Years Programs and Facilities		
Date Prepared	November 3, 2022	Closing Date	Until Vacancy Filled

### Job Summary:

The Métis Family Services' Child & Family Development Team Leader oversees the daily operations of Early Years Services Program including directing staff assignments to ensure that the goals and objectives of the program are met. The Team Leader provides clinical supervision (includes casework), planning, coordination, administration, management, field training and support to Métis Family Services' Infant Development Worker, Early Childhood Worker, Early Years Cultural Worker, Outreach Parenting Workers and supporting staff (Métis Elders, Program Assistant), as well as, day to day direction and follow-up of referrals that come from the Ministry of Children and Family Development social work field staff, community agencies and the public. The Child & Family Development Team Leader is responsible for ensuring the prompt delivery of preventative-based programming by Early Years Services programs staff to the client group. The primary goal is to reduce the number of Métis children coming into care and promote the healthy strengthening of families, facilitate community strengthening and promote capacity building within the family unit.

**Reports to:** Director of Early Years Programs and Facilities

### Key Duties and Responsibilities:

- Provides clinical supervision and support for Early Years Workers, Outreach Parenting Workers and supporting staff (Métis Elders and Program Assistant) and ensure excellence in services provided.
- Ensures that services are strength-based and built on the family's capacity to take care of their own children as well as directing their own service plans.
- Directs and monitors the delivery of Early Years Services Programs to ensure that services provided are reflective of an integrated case management/wraparound service approach
- Ensures that program standards and guidelines as well as policies and procedures of the agency are maintained.
- Ensures good communication between front line staff and management.
- Facilitates and participates in weekly case management team meetings.
- Oversees referrals, intake and discharge planning.

- Supervises and oversees the day-to-day performance of the team members including directing staff assignments and ensures that the delivery of services is coordinated and comprehensive to meet the goals and objectives of Early Years Services Program.
- Designs and develops programs to collaborate to address the needs of the local Métis community.
- Maintains effective working relationship with Metis Family Services' delegated and non-delegated services, MCFD offices, community services organizations and Indigenous agencies and service providers and funders.
- Supports team members in developing and facilitating early years' service activities for children and parents attending the agency during drop-in time services.
- Supports team members in developing and facilitating services that support children and families' Indigenous/Metis cultural practices and values.

**Supervision: Staff and the Program:**

- Provide leadership, guidance and direction to staff with regards to client needs assessments and service delivery mandates.
- Coordinate with staff caseload management and referral of clients to the other appropriate agency programs and services in the community.
- Reviews and follows up on case work and practice approaches to ensure maximum quality of client care.
- Establish and implement systems to monitor, review and evaluate standards of practice and the effectiveness and efficiency of the services
- Ensure that accuracy with the program and client records (i.e. statistical data for individual programs, client case recordings, etc.) are maintained and that all pertinent documentation is complete
- Ensure that client confidentiality is maintained and that consistent procedures are maintained for the release of confidential client information.
- Performs other related duties as assigned by the Director of Early Years Programs and Facilities and Executive Director.

**Other Duties:**

- Liaise with other agencies regarding the program, referral process and criteria for entering programs.
- Network with key stakeholders in the community.
- Assume additional projects/responsibilities/duties as assigned by the Director of Early Years Programs and Facilities and the Executive Director.

**Qualifications, Education and Experience:**

- Minimum 5 years of experience in the field of Early Childhood Education Services and Infant/Child Development Services and Family Support Programs.
- A Degree in Early Childhood Development or Bachelor of Arts Degree in related human service field plus supervisory experience in delivering early infant/childhood education services and family support services or
- Early Childhood Education Certificates and Diplomas, plus supervisory training and a minimum of 2 years or more of recent supervisory experience in providing Early Childhood Education and Infant/Child development and family support services.
- Demonstrate strong knowledge and expertise in child development with emphasis on infant/child growth and development.



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- Direct program delivery experience in the community social service sector with demonstrated working knowledge of family centered care, early intervention child development and community- based programs.
- Knowledge of the Infant/Early Years Policies and Regulations and Child, Family and Community Services Act, related legislation/policies, provincial and other government systems

### **Job Skills and Abilities:**

- Excellent oral and written English skills
- Expertise in facilitation and interpersonal communication skills
- Sound knowledge of relevant Early Years Policies and Regulations, Child, Family and Community Services Act and other relevant acts and statues
- Good working knowledge of related theories, principles and techniques in early childhood education, child protection and family preservation/reunification services
- Ability to implement the philosophy of integrated case management/wraparound client service
- Knowledge of Indigenous/Métis cultural practices, ceremonies, values and beliefs; as well as, knowledge of socio-economic issues affecting urban Indigenous families.
- Ability to provide mediation and intervention with both staff and clients
- Solid assessment skills including those required for good case management
- Demonstrated teamwork, leadership and supervisory skills
- Tact, sound judgement, good skills in handling complex interviews
- Good computer skills and ability to navigate the internet
- Excellent time and general management skills

### **Additional Information:**

This position is required to perform in a stressful environment often dealing with clients in crisis. Managing emergencies and providing assistance and support under the pressure of short deadlines are ongoing expectations. The willingness to be flexible and to work effectively both independently when required and with the senior management staff is essential.

### **CORE COMPETENCIES:**

Indigenous Cultural Competency, Developing Others, Seeking and Using Feedback, Decisive Insight, Expertise, Reflective Practice, Responsive Learning, Handling Crisis,

**Rate of pay:** \$37.66 to \$46.15 an hour

**Start date:** As soon as possible

Please clearly state the position you are applying for and forward your resume & cover letter to the attention of Kay Rampersad by email to [HR@metisfamilyservices.ca](mailto:HR@metisfamilyservices.ca)

***This position requires union membership.***

Metis Family Services thanks all applicants for their interest in this career opportunity; however, only those considered for the position will be contacted. No telephone inquiries please.