

**Teme Augama Anishnabek
Job Description**

Position Child Prevention Programmer/Coordinator

Department Social Services

Position Reports To Child & Family Services Manager

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Child Prevention Programmer/Coordinator provides direct, community-based support to children, youth, and families to promote safety, stability, and overall wellbeing. The role focuses on early intervention and prevention by supporting families before involvement with child welfare systems escalates. Working under the direction of the Child and Family Services Manager and in alignment with the Child Services Band Representative, the position builds relationships with families, provides practical support, and connects individuals to appropriate services. Child Prevention Programmer/Coordinator supports culturally grounded, strengths-based approaches that reinforce family unity and community connection. This position will act in times as an alternative.

Primary Responsibilities

Family Outreach and Prevention Support – 35%

Provides direct support to children, youth, and families through outreach, home visits, and community-based interactions. Builds trusting relationships and assists families in identifying strengths, needs, and goals. Supports families in addressing early challenges related to parenting, relationships, stress, and overall wellbeing. Encourages participation in community programs and supports that promote family stability.

Program Support and Participation – 25%

Provides delivery of prevention-focused programs and activities for children, youth, and families, including recreational, educational, and wellness initiatives. Assists with program setup, participation, and engagement, ensuring programs are accessible and responsive to community needs.

Referral and Service Navigation – 15%

Connects families to appropriate services, including health, counselling, housing, and community supports. Provides information and guidance to help families understand available resources and supports follow-up to ensure access where appropriate.

Collaboration and Community Engagement – 15%

Works collaboratively with internal programs, the Child Services Band Representative, schools, and community partners to support coordinated service delivery. Participates in meetings and discussions related to supporting families, while maintaining confidentiality and professional boundaries.

Documentation and Reporting – 10%

Maintains accurate and confidential records, including case notes, program participation, and basic reporting requirements. Participates in team meetings, planning sessions, and training opportunities to support ongoing development and effective service delivery.

Qualifications**Education and Experience**

Diploma or certificate in Child and Youth Services, Social Services, Community Health, or a related field, or an equivalent combination of education and relevant experience.

Minimum of two (2) years of experience working directly with children, youth, and families in a community-based or social services environment. Understanding of family dynamics, early intervention, and strengths-based approaches. Strong communication, relationship-building, and problem-solving skills. Experience working with First Nation communities and an understanding of culturally grounded approaches is considered an asset.

Certifications, Licences and Requirements

Valid First Aid and CPR certification (or willingness to obtain). Satisfactory Criminal Record Check with Vulnerable Sector Search. Valid driver's licence and access to a reliable vehicle. Knowledge of the Child, Youth and Family Services Act (CYFSA) and child welfare systems. Ability to work flexible hours including evenings and weekends. Respect for and understanding of Teme Augama Anishinabek culture, traditions, and the Seven Grandfather Teachings

Physical and Sensory Demands

Work involves regular interaction with children, youth, and families in home and community settings. Requires sustained attention, active listening, and the ability to respond to emotionally sensitive situations with professionalism and care.

Work Environment

Work is performed in a variety of settings, including homes, community spaces, and program environments. Some evening and weekend work may be required to support families and deliver program activities. Other duties consistent with this position may be assigned.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____