



Employment Opportunity  
**ACCESS COORDINATOR**  
Reference No. LS-ACC-COOR-0821

**PURPOSE:** Reporting to the Child Safety Manager, the Access Coordinator is responsible for coordinating, scheduling, and tracking all court ordered supervised access visits facilitated by Access Workers and ensuring reporting is completed for every visit. The Access Coordinator will also facilitate court supervised visits as needed. **This is a full-time permanent position with local travel required.**

**RESPONSIBILITIES:**

- Schedule and coordinate visits with families and caregivers within legislative timelines, including confirming location, day and time of visit and names of participants and ensure information is provided to the relevant Access Worker
- Contact parents (and other relatives involved in visiting), foster parents, social workers and lawyers to ensure the relevant information is documented about the needs of each child, and any safety concerns, specifically around allergies, toileting, and non-permissible activities, as well as relevant legal information
- Receive and ensure reports for supervised visits are provided from Access Workers and are completed with sufficient details and forward the visit reports to the appropriate social worker
- Facilitate court supervised visits within legislative timelines and ensure the requirements of the supervised visits, as well as the health and safety of the child, are maintained
- Pay active attention and take notes throughout the supervised visit and complete reports with sufficient and factual details for every supervised visit
- Work with respect and acknowledgment of the different situations of care (family, extended family, foster care) for Cowichan children and youth; maintain a respectful and non-judgmental attitude, even in difficult situations; work collaboratively, professionally and respectfully with parents, caregivers, family members, community members, and other external partners
- Be prepared to intervene or terminate visits if the parents or guardians do not comply with the visit requirements set out by the child's Social Worker; model appropriate child parent interactions/play when needed
- Debrief with parent after a supervised visit to provide suggestions or observations
- Provide transportation for children-in-care to access visits with family
- Other duties as required

**EDUCATION AND EXPERIENCE:** *(please attach all required documents)*

- A diploma in Community Social Services, or Social Services Worker or related field
- 2 years of recent work experience (within last 5 years) in a related or similar position
- Minimum 2 years' experience working with Indigenous community and resources
- Valid First Aid / CPR Certificate an asset
- Experience and/or knowledge of ICM is an asset
- Valid Class 5 BC Driver's License and a reliable vehicle
- Current Criminal Record Check

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of the Child, Family, and Community Service Act and other applicable legislation
- Knowledge of Cowichan language, culture, and teachings
- Knowledge of La'lum'utul Smun'eem programs and services and external community resources available to families
- Ability to plan, organize, implement, and facilitate groups within a diverse population and include a cultural component
- Excellent verbal, written and interpersonal skills with the ability to develop various working relationships
- Tact, patience and the ability to cope with difficult and stressful situations
- Pro-active planning, establishing priorities and time management
- Ability to work effectively in a multi-disciplinary environment with other staff, community members and service providers
- Willing to work flexible hours, including some weekends and evenings

**HOW TO APPLY:** Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

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

Deadline: **4:00 p.m. on Thursday, August 19, 2021**